



WASD Security Guard Services

Estimated Cost - \$16,000,000.00

RQWS1500007 - Verification of Availability

February 13, 2015

SBD is attempting to place Small Business Measures on RQWS1500007. Please review the information below to determine if your firm would be able **provide the scope of service(s), satisfy the personnel requirements and the requirements for each applicable security guard level.** If your firm is interested, please fill out the information below *indicating which level your firm is interested in and include a copy of your firm's resume/list of projects or list 3 similar projects on the last page of this document.* Pay **"CLOSE"** attention to the **PERSONNEL REQUIREMENTS & SECURITY OFFICER SECTIONS**, as well as the **REQUIREMENTS FOR EACH SECURITY GUARD LEVEL.**

The deadline to respond to this Verification of Availability is 12:00 PM, Thursday, February 19, 2015.

Tyrone White

Contract Certification Specialist

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"Help stimulate **Miami's economy by supporting Small Businesses"**

Please access the new Project Review Process at <http://www.miamidade.gov/business/contracting-opportunities.asp>

Scope of Work/Purpose

Miami-Dade County, hereinafter referred to as the County, as represented by the Miami-Dade Water and Sewer Department (MDWASD) is contracting for Security Guard services for its facilities.

The objectives of this solicitation are to establish a contract to:

- ensure the highest level of Armed Security Screening at each and every facility where services are provided.
- protect Miami-Dade WASD personnel and/or property and departmental infrastructure by means of well-trained, appropriately equipped, experienced, courteous, professional, alert, interested, and reliable personnel of the selected Proposer, selected through background inspections completed according to Miami-Dade County's specified eligibility criteria; and
- establish an effective security approach for treatment plants, which includes the selected Provider's operation of installed equipment and/or integration into systems (i.e. Police and DHS) designed to deter, detect, delay and respond to a threat prior to an adversary achieving its objective, (a function best managed by a single service provider.

Contracted personnel for "Unity of Command" with a higher level of skill sets is essential to active responses, protection of critical assets such as electrical switchgear, plant generation, disinfection systems, SCADA (Supervisory Control And Data Acquisition) systems, and in particular to the receipt and storage of hazardous or toxic chemicals such as chlorine, perimeter fencing and wiring systems into all of the facilities.

Greater vigilance is required at MDWASD facilities (deemed critical infrastructures/assets) and of all persons on the premises, whether staff or outsiders. This necessitates more honed interpretative abilities and techniques to assess and confront situations and individuals, in order to react promptly and interface smoothly in a team approach with MDWASD Security and higher police and security authorities, up to the Department of Homeland Security (DHS). The foregoing must be accomplished with expert handling of firearms and competent use and operation of state of the art monitoring, screening and surveillance devices at all times.

Are you able to satisfy the scope/purpose?

YES _____ NO _____

Do you have prior experience consistent with the scope of services/purpose for this (RTQ)?

YES _____ NO _____

Personnel Requirements

All licenses and other personnel requirements shall be maintained throughout the term of the Contract and any extensions or renewals thereof. The County may request the Contractor to provide officers/supervisors or other classifications of personnel. The licensing requirements, qualifications, tasks, hourly rates and wages for these additional classifications will be determined at a later date.

All personnel employed by the Contractor shall keep active, and possess at all times while on duty, those professional, technical licenses or certificates as required by the Florida State Statute. This includes a company- and an MDWASD-issued photo I.D. cards (all paid by the Contractor). All of the above are to be conspicuously displayed at all times while on duty. The Contractor shall provide in all instances radio equipped, uniformed, and armed Security Officers to provide Security services at designated MDWASD locations. The number of personnel and hours of service required will be specified by Miami-Dade County to the Contractor and are subject to change as required, by the County Contract Administrator.

Required Documentation

All personnel providing services to the County shall display on their uniform as required and keep current, all appropriate cards, certificates, and licenses, as follows:

	Security Officer	Contractor Site Supervisor
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State of Florida "D" Security Officer License	Yes	Yes
State of Florida "G" Firearms License	Yes	Yes
State of Florida Driver's License	Yes	Yes
Company-issued Photo ID Card	Yes	Yes
MDWASD-issued Photo ID Card	Yes	Yes

Personnel may not be employed by the Contractor to provide services to the County if he/she currently or in the past has:

- a. Any Felony, Sexual or Domestic Violence conviction.
- b. Discharged from the Military under any conditions other than Honorable.
- c. Any history of irresponsible behavior (only if assigned to a vehicular patrol), including but not limited to an unreasonable driving record, or a problem employment record as determined by the County Contract Administrator or designee.

The work performed on the Contract requires frequent and prolonged walking and standing. Occasionally, Security Officers may be required to subdue violent people. Physical stamina is a basic requirement of this position. Any individual, who cannot meet the physical requirements of the position, including inability discovered through the job performance, will not be qualified to work under the Contract. In addition all personnel shall possess good human relations skills.

Can your firm satisfy the Personnel Requirements & provide the required documentation stated above?

YES _____ NO _____

Security Officers

All levels of Security Officers employed by the Contractor to provide services to the County shall meet certain minimum qualifications or standards regarding background, experience, health, and licensure, as established in this section, unless specifically and individually waived in writing by the County Contract Administrator or designee. The County reserves the right to interview and approve any personnel during the contract term and any extensions or renewals thereof. All level of Security Officers shall meet the following requirements:

- i) Shall have a, a valid Class "D" license from the Florida Department of State, pursuant to Florida Statute 493. All officers shall maintain this license at all times while providing service to the County under the Contract.
- ii) Shall be a citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence as evidenced by Resident/Alien Registration Receipt Card Form I-151, or who presents other evidence from the Immigration and Naturalization Service that employment will not affect his/her immigration status. Acceptable evidence shall consist of a birth certificate or appropriate naturalization papers.
- iii) Shall have or acquire a valid State of Florida Driver's license (Required if Security Officer is assigned to vehicular patrol (e.g. motor vehicles or golf cart)).
- iv) Shall be at least 21 years of age.
- i) Shall have a high school diploma or a GED. High school diploma or GED shall be from a United States accredited and verifiable institution. All unverifiable diplomas shall be converted to a United States GED;
- ii) Shall successfully complete a medical examination, to be conducted at Contractor's expense prior to duty assignment or when required for reasonable cause by the County. The results of the medical examination shall demonstrate the personnel's ability to perform the services. The tests shall include, at a minimum, tests for communicable diseases, vision, color blindness, hearing, speech, and tests for drug and illegal substance use.

- vii) Be able to Communicate in English: Security work often deals with life/safety issues; therefore, all security officers shall be fully literate in the English language, (e.g., able to read, write, speak, understand, and be understood). Oral command of English must be sufficient to permit full communication, even in times of stress.
- viii) Criminal Background Checks: All security officers shall have a state and national criminal history background check completed prior to providing service to the County. The Contractor may obtain these background checks from a private source, or may select to utilize the services of Miami-Dade County Employment Recruitment Department at the established cost of the requested service. All security officers shall also pass the FDLE and National background check.
- iii) All Security Officers shall pass an extensive background investigation, which includes ten (10) years employment history check in addition to a Criminal Background Check and a fingerprint check with the FBI. This check is mandatory.
- iv) Shall have a valid Firearms class "G" license from the Florida Department of State, pursuant to Florida Statute 493.

All levels of officers shall meet all the qualifications specified above and the specific qualifications for each level as specified below.

For the following sections, place an "X" next to the particular level in which your firm is interested in, ensuring that you are able to satisfy the requirements as indicated for that level.

LEVEL 1 _____

MDWASD: Includes any and all MDWASD facilities/sites located within the boundaries of Miami-Dade County. Hours shown below are 'Weekly Hours':

Level 1 Officers:

485 Hrs. or approx. (10) Officers

This is the lowest classification of unarmed Security Officers. Minimum one (1) year of experience as a licensed Security Officer or Minimum one (1) year management/supervisory experience or one (1) year of accredited college course of study and/or its equivalent in credit hours.

Can you meet the requirements stated for Level 1?

YES _____ **NO** _____

LEVEL 2 _____

MDWASD: Includes any and all MDWASD facilities/sites located within the boundaries of Miami-Dade County. Hours shown below are 'Weekly Hours':

Level 2 Officers:

5035 Hrs. or approx. 145 Officers

This is the primary classification of Security Officer. This shall be an armed position. Minimum requirements for Level II officers are:

- a) Shall have valid Firearms class "G" license from the Florida Department of State, pursuant to Florida Statute 493.
- b) Shall have a, a valid Class "D" license from the Florida Department of State, pursuant to Florida Statute 493. All officers shall maintain this license at all times while providing service to the County under the Contract.
- c) Shall have or acquire a valid State of Florida Driver's license (Required if Security Officer is assigned to vehicular patrol (e.g. motor vehicles or golf cart)).

- d) Bachelor's degree with a concentration in Criminal Justice, Police Science, or Security Administration, or Associate's or Bachelor's Degree and Military, Security, or Security-related Experience, or Military Police, Career Military, or Military Elite Forces, or Law Enforcement, Corrections Officer, or Federal Agency Officer, or Minimum two years of Security experience or equivalent training, or Minimum one year completion of college and one year of Security experience or equivalent training.

If a Security Officer meets all the requirements as specified in Section 6.1 (C) and has graduated from police or corrections academy (or has up to three years of experience as a police/correctional/military officer), he/she qualifies for the Level II Security Officer position. If the Security Officer meets all the requirements as specified in Section 6.1 (C) and has minimum of three or more years of experience as a police/military/correctional officer (See Section 6.1 (C) (Level III) (b)), he/she qualifies for Level III Security Officer position.

Can you meet the requirements stated for Level 2?

YES _____ NO _____

LEVEL 3 _____

MDWASD: Includes any and all MDWASD facilities/sites located within the boundaries of Miami-Dade County. Hours shown below are 'Weekly Hours':

Level 3 Officers: 832 Hrs. or approx. sixteen (16) Officers

This is the highest classification of supervisory Security Officer. The minimum requirements for Level III are:

- a) Shall have a valid Firearms "G" license from the Florida Department of State, pursuant to Florida Statute 493.
- b) Shall have a, a valid Class "D" license from the Florida Department of State, pursuant to Florida Statute 493. All officers shall maintain this license at all times while providing service to the County under the Contract.
- c) Shall have or acquire a valid State of Florida Driver's license (Required if Security Officer is assigned to vehicular patrol (e.g. motor vehicles or golf cart)).
- d) Bachelor's degree with a concentration in Criminal Justice, Police Science or Security Administration, or Associate's or Bachelor's Degree and Military, Security, or Security-related Experience, or *Minimum three (3) years of experience as a police officer, or Minimum three (3) years of experience as a military police officer, or minimum three (3) years of experience as a correctional officer (sworn with arrest powers), or Minimum six (6) years of experience as a career military.*

Can you meet the requirements stated for Level 3?

YES _____ NO _____

Site Supervisors (Level 3) _____

MDWASD: Includes any and all MDWASD facilities/sites located within the boundaries of Miami-Dade County. Hours shown below are 'Weekly Hours':

Site Supervisors (Level 3): 1176 Hrs. or approx. twenty-one (21) Supervisors

Contract Site Supervisors employed by the Contractor shall meet the following requirements:

- i. Shall have a valid Class "D", Security Officer, license from the Florida Department of State, pursuant to Florida Statute 493 and shall maintain this license at all times while providing service to the County under the Contract.
- ii. Shall have a valid Firearms class "G" license from the Florida Department of State, pursuant to Florida Statute 493.
- iii. Shall have a high school diploma or a GED and minimum three (3) years of experience as a police officer / Minimum three (3) years of experience as a military police officer / Minimum three (3) years of experience as a correctional officer (sworn with powers of arrest) / Minimum six (6) years of experience as a career military

OR

Accredited Bachelor's degree and/or its equivalent in credit hours

High school diploma, GED and bachelor's degree shall be from a United States accredited and verifiable institution. All unverifiable diplomas shall be converted to a United States GED and Bachelor's degree.

- iv. Shall have at least one (1) year of experience as a Supervisor of Contract Security personnel or
One (1) year of experience as a Level III Security Officer under Miami-Dade County Contract
- v. Shall be a citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence as evidenced by Resident/Alien Registration Receipt Card Form I-151, or who presents other evidence from the Immigration and Naturalization Service that employment will not affect his/her immigration status. Acceptable evidence shall consist of a birth certificate or appropriate naturalization papers.
- vi. Shall have or acquire a valid State of Florida Driver's license.
- vii. Shall be at least 21 years of age
- viii. Shall successfully complete a medical examination, to be conducted at Contractor's expense prior to duty assignment or when required for reasonable cause by the County. The results of the medical examination shall demonstrate the personnel's ability to perform the services. The tests shall include, at a minimum, tests for communicable diseases, vision, color blindness, hearing, speech, and tests for drug and illegal substance use.
- ix) Be able to Communicate (oral and written) in English. Security work often deals with life/safety issues; therefore, Contractor Site Supervisor shall be fully literate in the English language, (e.g., able to read, write, speak, understand, and be understood). Oral command of English must be sufficient to permit full communication, even in times of stress.
- x) Criminal Background Checks: All Contractor Site Supervisors shall have a state and national criminal history background check completed prior to providing service to the County. The Contractor may obtain these background checks from a private source, or may select to utilize the services of Miami-Dade County Employment Recruitment Department at the established cost of the requested service. They shall also pass the FDLE and National background check.
- xi) All Contractor Site Supervisors shall pass an extensive background investigation, which includes ten (10) years employment history check in addition to a Criminal Background Check.

The candidate for this position shall be approved by the County Contract Administrator or designee.

Can you meet the requirements stated for Site Supervisors (level 3)?

YES _____ NO _____

Project Manager _____

MDWASD: Includes any and all MDWASD facilities/sites located within the boundaries of Miami-Dade County. Hours shown below are 'Weekly Hours':

Project Manager

40 Hrs. or approx. one (1) Manager

The Project Managers shall meet the following requirements:

- v) Shall have a valid "MB" / "M" (Manager of a Security Agency) State License from the Florida Department of State, and shall maintain this license at all times while providing service to the County under the Contract.
- vi) Shall have a valid Firearms class "G" license from the Florida Department of State, pursuant to Florida Statute 493.
- vii) Shall have or acquire a valid State of Florida Driver's license.
- viii) Shall have a high school diploma or a GED **and** shall have a minimum of two (2) years of experience in the management and operation of security or police or screening services and two (2) years in management and operations of screening services

OR

Shall have a bachelor's degree **and** at least two (2) years of experience in the management and operations of screening services within past three (3) years.

High school diploma, GED and bachelor's degree shall be from a United States accredited and verifiable institution. All unverifiable diplomas shall be converted to a United States GED and Bachelor's degree.

- iii. Shall be a citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence as evidenced by Resident/Alien Registration Receipt Card Form I-151, or who presents other evidence from the Immigration and Naturalization Service that employment will not affect his/her immigration status. Acceptable evidence shall consist of a birth certificate or appropriate naturalization papers.
- iv. Shall be at least 21 years of age.
- v. Shall pass a urinalysis test showing abstinence from drug/illegal substance use, except prescribed medications.
- vi. Be able to communicate (oral and written) in English. Security work often deals with life/safety issues; therefore, Project Manager shall be fully literate in the English language, (e.g., able to read, write, speak, understand, and be understood). Oral command of English must be sufficient to permit full communication, even in times of stress.
- vii. The Project Manager shall pass an extensive background investigation, which includes ten (10) years employment history check in addition to a Criminal Background Check and a fingerprint check. This check is mandatory.

Can you meet the requirements stated for the Project Manager?

YES _____ NO _____

Vehicles & Radios _____

MDWASD: Includes any and all MDWASD facilities/sites located within the boundaries of Miami-Dade County. Hours shown below are 'Weekly Hours':

Vehicle: 18821344 Hrs. totaling eight (11) Vehicles
Golf Cart: 895 Hrs. totaling six (6) Golf Carts
Radios: 2 Base radios per Contractor

Can you provide the required vehicle(s) stated above?

YES _____ **NO** _____

Can you provide the required Golf Cart(s) stated above?

YES _____ **NO** _____

Can you provide the required Radio(s) stated above?

YES _____ **NO** _____

_____ **I “AM” interested in this solicitation.**

_____ **I am “NOT” interested in this solicitation.**

Name of Firm: _____ **SBE Exp. Date:** _____

Owner's Name: _____ **Signature:** _____

Please respond by **12:00 PM, Thursday, February 19, 2015.**

Any questions, feel free to contact me at the number below.

(Respond to the “**Verification**” whether you are interested or not (choosing “**Yes**” or “**No**”), as this helps SBD in the determination of measures).

WASD Security Guard Services

Estimated Cost - \$16,000,000.00

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Please complete the following “Reference Requirements”:

Project Title:
Client Name
Contact No.:
Scope Description:

Project Title:
Client Name
Contact No.:
Scope Description:

Project Title:
Client Name
Contact No.:
Scope Description:
