



**South Bay Workforce Investment Board, Inc.  
11539 Hawthorne Blvd., 5<sup>th</sup> Floor  
Hawthorne, CA 90250**

**REQUEST FOR QUOTE (RFQ)**

**FOR**

**UNARMED SECURITY GUARD SERVICES**

<b>Release Date:</b>	<b>Monday, April 7, 2025</b>
<b>Deadline for Submission:</b>	<b>Wednesday, April 30, 2025 by 4:00 p.m. PST</b>
<b>For Additional Information Contact:</b> <b>Justina Munoz, Procurement Manager</b> <a href="mailto:jmunoz@sbwib.org"><u>jmunoz@sbwib.org</u></a>	

*An equal opportunity employer/program. Auxiliary aides are available upon request of individuals with disabilities.*

## 1.0 PURPOSE / BACKGROUND

The purpose of this Request for Quote (RFQ) is to seek quotes from experienced security firms interested in contracting with the South Bay Workforce Investment Board Inc. (SBWIB, Inc.) to provide unarmed security guard services. A security guard is required at our South Bay One-Stop Business & Career Center-Inglewood, located at 110 S. La Brea, Inglewood, CA 90301 and our South Bay One-Stop Business & Career Center-Gardena, located at 16801 S, Western Ave., Gardena, CA 90247 (additional locations may include Hawthorne, Carson and Torrance, CA) to provide a safe, calm, secure and peaceful environment for our employees and clients. In addition, employees and clients of the Employment Development Department (EDD) is located within the same building. Security personnel will provide a visible deterrent to hostile and volatile situations, which could prevent potentially irate clients from becoming violent, belligerent and/or unruly.

One of the major tasks of providing security is adapting to rapidly changing environments. It is imperative that the individual security guards be able to use their own discretion in dealing with elements, which do not readily fall into a specific category.

SBWIB, Inc. is a 501 (c) (3) non-profit benefit corporation designated by the City of Inglewood to act on its behalf as the designated administrator of the South Bay Workforce Investment Area (SBWIA) to provide employment and training services to member cities (Inglewood, Hawthorne, EL Segundo, Lawndale, Gardena, Carson, Lomita, Redondo Beach, Manhattan Beach, Hermosa Beach and Torrance).

The awarded contract requires that the security firm furnish uniformed unarmed security guards with the proven ability to provide the required services as written in this RFQ, particularly in Section 2.0. The SBWIB, Inc. desires that the security firm meet the minimum qualifications listed below:

- Five (5) years of more experience;
- Licensed through the Bureau of Consumers Affairs and in full compliance with all California law and regulation governing private security services, including but not limited to the Private Security Services Act and all relevant sections of the California Business and Professional, Penal and Government codes;
- Established mandatory and continuous-in-service training program provided to security guards; and
- The completion of through background checks on all security guards sent to the Inglewood facility.

**Note: The Inglewood and Gardena One-Stop Business& Career Center Manager(s) will be referred to in this RFQ as the on-site manager.**

## **2.0 SCOPE OF SERVICE REQUIREMENTS**

Contractor shall address each section below in their proposal from 2.1 to 2.5.3. Where a section may not require a specific response by Contractor, please note that submission of this RFQ shall constitute acceptance of all terms and conditions as outlined in each section. The Contractor shall at a minimum, meet each of the following requirements:

### **2.1 SECURITY FIRM REQUIREMENTS**

#### **General Service**

- 2.1.1 The security firms will be required to provide unarmed guard services based on a forty (40) work week schedule and is considered full-time.
- 2.1.2 Ensure that all security guards assigned to the Inglewood and Gardena facility meet the requirements of the California State Department of Consumer Affairs, Bureau of Security and Investigation Services, and posses a current, permanent guard card.

#### **Administration**

- 2.1.3 Provide the on-site manager with a comprehensive phone list for all the Contractor's key personnel, including but not limited to the President, the Operations Manager, and the Account Manager. The phone list shall provide contact information that will allow reasonable access to security services. List shall also include any necessary on-call emergency information.
- 2.1.4 Work with the on-site manager to give feedback on security issues.
- 2.1.5 Notify on-site manager or their designee immediately when guards at the assigned post per schedule are absent or tardy.
- 2.1.6 Provide all security guards with a cell phone and the on-site manager with cell phone numbers of the security guards.
- 2.1.7 Assume full liability for any of their employees in the exercising of any police authority. Security personnel powers of arrest are no greater than that of a private citizen.
- 2.1.8 Provide all security guards assigned to the Inglewood and Gardena facilities with a copy of the Security Officer Requirements, attached hereto as **Exhibit B** and incorporated herein by this reference. The Contractor shall ensure that security guards sign this document and abide by these guidelines.
- 2.1.9 Ensure that all security guards sign an Oath of Confidentiality attached as **Exhibit C** and incorporated herein by this reference.

2.1.10 Maintain documentation in each security guards personnel file to verify the following minimal background investigations and testing have been conducted and completed prior to assignment. Each personnel file shall include but not limited to the following documents;

- Live Scan criminal history check through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI); maintain a copy of guard card as proof of completion.
- Contractor's criminal background investigation;
- Personal references and credit history checks;
- Physical and drug/alcohol testing;
- Copy of the First Aid/CPR certification/completion;
- Copy of all required training documentation
- Signed Security Officer Requirements (Exhibit B); and
- Signed Oath of Confidentiality (Exhibit C).

2.1.11 Before commencement of work under any resulting Agreement, the Security Firm shall procure and maintain, at its sole cost and expense, a minimum of \$1,000,000 in general and automobile liability coverage. Satisfy the requirements of the State of California workers compensation for occupational injury. A \$10,000 Fidelity Bond to bond all security guards shall be required.

## **2.2 Security Guard(s) Requirements:**

2.2.1 All unarmed security guards shall meet the requirements (possession of a current guard registration permit) of the California State Department of Consumer Affairs, Bureau of Collections, and Investigations. Membership in the American Society for Industrial Security (ASIS) will be considered desirable. Additional information concerning ASIS can be obtained at: [www.asisonline.org](http://www.asisonline.org).

2.2.2 Security guards shall be trained and experienced in their specific duties, and in addition, must be trained in basic first-aid, CPR, the use of all-purpose fire extinguishers, drug/narcotics identification, bomb threat situations, the avoidance of violent situations, and be specifically trained for each piece of security equipment carried. Maintain proof of all training in all security guards' files.

2.2.3 The security guard's appearance, attitude, politeness, and job knowledge are influential in creating a favorable image. No smoking, reading of unauthorized material, eating, napping, or grooming shall be permitted while officers are in public view. No personal phone calls will be permitted, except in case of an emergency. No use of handheld electronic games or multi-media devices such as an iPod or MP3 shall be permitted while officers are on duty.

2.2.4 Security guards shall have normal concern for their own physical safety and shall take reasonable precautions not to place themselves in situations which would encourage violence or abuse against them or other persons in the area.

- 2.2.5 Security guards shall provide an escort of staff if requested by the on-site manager.
- 2.2.6 Security personnel shall use no unreasonable force unless absolutely necessary, the proper police authority shall be summoned. Security personnel shall always be cooperative with authorized emergency personnel, by providing assistance, while not interfering in the performance of their duties.
- 2.2.7 Security guards shall use discretion in dealing with situations that do not readily fall into specific categories.
- 2.2.8 Security guards must possess and exercise strong personal interactive skills in dealing with the public.
- 2.2.9 Security guards' personal appearance must be exemplary. Security guards will be expected to keep their clothing neat, clean, and well pressed at all times. Uniforms shall not have rips, tears, visible repairs, missing buttons, excessive tightness, or bagginess.
- 2.2.10 All assigned security guard will carry and be fully trained in the use of portable communications units (cell phones, radios) and maintain the ability to readily communicate with the on-site manager or their designee, and with other agencies, such as fire, police, and ambulance at all times during working hours.
- 2.2.11 Security guards shall primarily patrol the third (3<sup>rd</sup>) and fifth (5<sup>th</sup>) floors of the Inglewood facility according to established guidelines specified in the Post Orders for the location in which the officer has been assigned. Security guard must also log in as indicated in the Post Orders for each floor. The Gardena location is a single story – one floor.
- 2.2.12 Security guards shall monitor the surveillance monitor (if provided) for any unusual or suspicious behavior and investigate as necessary.
- 2.2.13 Security guards shall log and report (on a daily basis) all serious incidents to the on-site manager or their designee including, but not limited to, any bomb threats, accidents to any member of the public or personnel and/or vehicles, acts of violence, theft, and for all incidents which require the response of emergency personnel.
- 2.2.14 In case of an emergency, security guards shall enforce a restrictive admittance policy allowing only authorized employees with proper identification badge, clients, and law enforcement, in accordance with security procedures.
- 2.2.15 Security guards will be expected to take lunch on the premises and coordinated with the on-site manager.

### **2.3 QUALITY ASSURANCE REQUIREMENTS:**

- 2.3.1 Complete, at the minimum, quarterly (unannounced or announced) inspections of the Inglewood facility where security guards are assigned. Inspections are to

be conducted by the Contractor (management personnel) and shall be documented in a Quarterly Activities Reports log. The Contractor will work with on-site manager or their designee to coordinate schedule inspections. The Contractor is expected to make contact with on-site manager or their designee to determine the progress of the services provided, identify problems that need to be addressed, and offer immediate corrective measures. Meetings will also be held upon request of either the on-site manager/designee or the Contractor.

- 2.3.2 Develop written Post Orders that describe the security plan and specific post duties for the Inglewood location that a security guard is to be assigned. On-time response scenario and situations should be included within these instructions. Post Orders shall be approved by the on-site manager or include, but are not limited to the following:
- Timing of specific duties to be discharged, such as locking and opening doors, turning lights off and on, etc.;
  - Checking critical devices such as the security system alarm and/or fire panel, valves, or gauges, as required per facility on an as needed basis;
  - Required reading and signing updates of Post Orders to confirm the guards understanding and compliance; and
  - Contractor's management personnel documentation of post checks and on-the-job training.
- 2.3.3 The Contractor's management personnel are required to review the Post Orders for completion, accuracy, and to ensure that all security guards are trained to execute the duties required of their post, and that each security guard is following the written set of instruction. Post Orders are to remain on-site where a security guard is assigned.
- 2.3.4 Maintain a written shift log which records all routine security activities during each guard's shift. Incidents, such as accidents, unusual events or unlawful acts are to be referenced in the shift log and detailed in an Incident Report. Provide weekly reports as requested by the on-site manager.
- 2.3.5 Any incidents that involve injury, property damage, criminal activity, law enforcement/paramedics/fire department response, or the use of force must be immediately reported to on-site manager or designee. Additionally, the security guard must complete an Incident Report before the end of their shift. The incident report is to be reviewed and signed off by the Contractor's management personnel and within 24-hours of the incident, provides a copy to SBWIB, Inc. Chief Executive Officer or his designee with the matching shift log.
- 2.3.6 Contractor will be required to certify that it shall comply with California Drug-Free Workplace Act of 1990 (Government Code Section 8350 eq seq) and will provide a drug free workplace.

## **2.4 TRAINING REQUIREMENTS:**

- 2.4.1 All security guards must attend and successfully complete the Contractor's Training Program. The Training Program shall consist at a minimum, a

customized modular training curriculum that incorporates various scenarios and role-playing exercises, videos, PowerPoint presentations, handout materials, and verbal and written testing to ensure that security guards are thoroughly prepared for their assignment.

- 2.4.2 Training shall be conducted by a designated trainer(s). Provide on-site manager/SBWIB, Inc. with a copy of the training conducted.
- 2.4.3 Maintain training logs that document security guard name, training topic, date of training, length of training and the instructor conducting the training.
- 2.4.4 Security guards must all be certified in First Aid and CPR. Security guards are to maintain certification and carry certification cards while on duty. The Contractor will maintain a copy of the First Aid/CPR certification/completion documentations in each guard's personnel file.

**2.5 REPORTING REQUIREMENTS:**

- 2.5.1 Monthly, submit a monthly report to on-site manager/SBWIB, Inc. Chief Executive Officer or his designee that provides, at a minimum:
  - Problems that occurred during the month;
  - Explanation of how the problems were resolved.
- 2.5.2 Provide to on-site manager/SBWIB, Inc. Chief Executive Officer or his designee the following reports:
  - Incident Reports (within 24-hour of incident); and
  - Investigative follow-up reports.

<b>3.0 WORK PRODUCT</b>
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- 3.1 Prior to the execution of the Contractual Agreement, all written documents/records submitted as part of the RFQ are the property of prospective Security Firms.
- 3.2 Upon execution and throughout the term of the Contractual Agreement, all written documents/records submitted by the awarded Contractor during or after the RFQ process are the exclusive property of SBWIB, Inc. are thereby subject to its use and control.

<b>4.0 TIMELINE</b>	
Release of Request for Quote (RFQ)	<b>Monday, April 7, 2025</b>
Deadline for Submission of Questions in Writing by E-mail (only): <b>jmunoz@sbwib.org</b>	<b>Monday, April 21, 2025 by 4:00 p.m. PST</b>

<b>DEADLINE FOR PROPOSALS</b>	<b>Wednesday, April 30, 2025 by 4:00 p.m. PST</b>
Tentative Date for Awarding Contract	Approximately 30 days after the RFQ closes. The SBWIB, Inc. will contact all bidders.

<b>5.0 PERIOD OF PERFORMANCE</b>
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It is the intent to award a single contract for the services identified herein.

The initial contract term under this solicitation will be from July 1, 2025 through June 30, 2026. The SBWIB, Inc. will have the option to renew the contract for up to three (3) additional one-year periods with approval as follows:

- Optional Renewal One - July 1, 2026 to June 30, 2027
- Optional Renewal Two - July 1, 2027 to June 30, 2028
- Optional Renewal Three – July 1, 2028 to June 30, 2029

Note: the option to renew is not guaranteed and the award of the initial contract does not imply the option to renew. Renewals are contingent upon performance and available funding.

<b>6.0 RFQ SUBMITTAL</b>
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All quotes shall be signed by an authorized agent and clearly marked “**UNARMED SECURITY GUARD SERVICES RFQ RESPONSE**” and submitted attention: **Justina Munoz, Procurement Manager**. The deadline for submission of quotes is **Wednesday, April 30, 2025, by 4:00 p.m. Pacific Standard Time (PST)**.

**In person or mail:** Bidders must submit **one (1) original and three (3) additional copies**, each in a standard 3-ring binder (no special binding or spine). Ensure the quote contains all executed (i.e., original signatures) narrative responses and any applicable attachment. The cover page must be stamped/typed to indicate “**Original**”. In total you will submit four (4) quotes. Any quote lacking the required number of copies may be ruled non-responsive and may not be considered under this procurement.

**Electronic copies:** May be transmitted via email, however, all signature pages must be in full color (**blue preferred**). The electronic file should be addressed to: [jmunoz@sbwib.org](mailto:jmunoz@sbwib.org). The subject line should read: **UNARMED SECURITY GUARD SERVICES RFQ RESPONSE**.



SBWIB's staff will not copy, complete, organize or otherwise change any quote submitted by email or delivered in response to this solicitation. Electronic submissions will be printed in "as is" formats received.

South Bay Workforce Investment Board  
Attn: Justina Munoz, Procurement Manager  
11539 Hawthorne Blvd., 5th Floor  
Hawthorne, CA 90250  
**UNARMED SECURITY GUARD SERVICES RFQ RESPONSE**

Upon request, persons delivering to the above office will be given a receipt noting the time and date delivery. At the same time, the receipt will be noted in the RFP log.

## **7.0 GENERAL REQUIREMENTS**

Procedures for Submitting Proposed Quotes:

- 7.1 All proposed quotes must be submitted in accordance with the standards and specifications contained within this Request for Quote (RFQ) and must contain a cover page with a Certification of Intent that meets the requirements specified.
- 7.2 The cover page of a responsive bid must be signed appropriately and completed with the date, company name, and name and title of a company officer/owner authorized to sign on behalf of the company.
- 7.3 The SBWIB, Inc. reserves the right to waive, at its discretion, any irregularity, which the SBWIB, Inc. deems reasonably correctable or otherwise not warranting rejection of the proposal.
- 7.4 The SBWIB, Inc. shall not pay any cost incurred or associated in the preparation of this or any proposal or for participation in the procurement process.
- 7.5 Proposal must be typed uniformly on letter size (8 ½ "x 11") sheets of white paper, **single sided**, each **section** clearly titled **A – I**, and each page clearly and consecutively numbered. Documents must be clean and suitable for copying (single-sided). Proposed quotes must be specific unto themselves. For example, "See Enclosed Manual" will not be considered an acceptable proposal. Receipt of all addenda if any must be acknowledged in the proposal.
- 7.6 **Late proposals will not be accepted.** Postmarks will not be accepted in lieu of this requirement.
- 7.7 The proposal shall be concise and to the point. Costly bindings, color plates, glossy brochures, etc. are neither necessary nor recommended. Example of previous work may be submitted but will not necessarily influence the evaluation process. A letter format in sufficient detail to allow thorough evaluation and analysis is required.

## **8.0 REQUIRED FORMAT OF PROPOSAL**

Proposal quotes must contain the following sections:

- A. Bidder's cover letter and Cover Page (Page 14 of this RFQ)
- B. Table of Contents
- C. Company Profile & Qualifications
- D. Scope of Service Requirements
- E. Cost Proposal
- F. References
- G. Evidence of Insurability/Insurance/Licenses
- H. Financial Information
- I. Uniform Appearance

**A. Proposal Cover Page**

This section must have a letter of introduction accompanied by the "Cover Page" that must be signed by an authorized representative.

**B. Table of Contents**

This section must contain a comprehensive table of contents of materials identified by sequential page numbers and by section reference numbers.

**C. Company profile**

This section is designed to ascertain if the bidder meets the qualification specified in Section 1.0 of this RFQ and to establish the bidder as an entity with the ability and experience to operate the program as specified in this RFQ. The following information must be provided:

- 1. Company hierarchy (President, Vice President, Company Officers, etc.)
- 2. Company overview of services or activities performed
- 3. History of firm-Include a brief history of the firm
- 4. Company organizational chart
- 5. Number of employees involved in providing services
- 6. Whether the BIDDER holds controlling or financial interests in any other organization or is owned or controlled by any other person or organization. If none, that must be stated.

**D. Scope of Services Requirements**

Proposed quotes shall MEET or exceed the requirements in the scope of services as detailed in this RFQ, Section 2.0. The bidder must describe how the company will meet or exceed the requirements of the SBWIB, Inc. The requirements shall include, in the following sequential order, each of the sections identified below:

- 1. Security Firms(s) Requirements;
- 2. Security Guards(s) Requirements;
- 3. Quality Assurance Requirements;
- 4. Training Requirements; and
- 5. Reporting Requirements.

**E. Cost Proposal**

The SBWIB, Inc. pays a unit of service rate for services rendered. Therefore, the bidder must submit an hourly cost/billing rate that factors in all costs for services rendered, including anticipated overtime cost. Included is the Cost Proposal Sheet attached hereto as **Exhibit D** and incorporated herein by this reference and must be completed and submitted along with the bid. The cost proposal sheet must provide hourly cost for each service area specified in Exhibit A.

The bidder must also take into consideration that the resulting Agreement shall have up to three (3) one-year options to renew the contract at the same rate. The per hour cost will not be allowed to change without prior written approval by the Chief Executive Officer. The SBWIB, Inc. adheres to all state/county minimum wage requirements. The hourly cost will be based upon the rates agreed to by both parties. The bidder must provide rates for weekends, holidays, and night hours, as well.

**F. References**

Include present and past performance information with a minimum of three (3) references. Each reference shall include dates of work performed, current contact person, company, address, and email and telephone number for each reference identified. Please verify that all reference information is correct. References shall be formulated so that they clearly correlate performance with the requirements of this RFQ.

**G. Evidence of Insurability/Insurance/Applicable Licenses**

Submit evidence of all required insurance. The bidder shall certify to the possession of any and all current required licenses. Do not purchase additional insurance until this bid has been awarded.

**H. Financial Statement**

The bidder must submit financial statements (balance sheet and income statement) for its business that are dated no more than twelve (12) months prior to the date of the proposal's submission and cover a period of at least one (1) year. These statements should clearly identify the financial status and condition of the bidder's entire business entity. **Please place in a separate envelope and mark "Confidential"** if your firm requires this to be kept confidential. Audited financial statements are preferred but not required and an independent credit rating would be most advantageous.

**I. Uniform Appearance**

The bidder must submit a photo/picture of security guard uniforms with this RFQ.

<b>9.0 COMPENSATION</b>
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The SBWIB, Inc. shall pay the CONTRACTOR for services performed and expenses incurred, and compensation shall be paid in accordance with an invoice submitted to SBWIB, Inc. by CONTRACTOR within fifteen (15) days from the last day of each calendar month, and SBWIB, Inc. shall pay the acceptable invoice within thirty (30) working days from the date of receipt of the invoice. It is mutually agreed and understood that the obligation of the SBWIB, Inc. is limited by and contingent upon the

availability of SBWIB, Inc. funds for the reimbursement of the CONTRACTOR'S fees. In the event that such funds are not forthcoming for any reason, SBWIB, Inc. shall immediately notify CONTRACTOR in writing. This Agreement shall be deemed terminated and have no further force and effect immediately on receipt of SBWIB, Inc. notification by CONTRACTOR.

## **10.0 PRICE INCREASE/DECREASE**

No price increase will be permitted during the first year of the agreement. All price decreases/discounts will automatically be extended to the SBWIB, Inc. The SBWIB, Inc. requires bona fide proof of cost increases on contracts prior to any price adjustment. After the first year of the award, a minimum of 30-days advance notice in writing is required to secure such adjustment. No retroactive price adjustments will be considered. The SBWIB, Inc. may enforce, adjust, negotiate, or cancel escalating price contracts or take any other action it deems appropriate, as it sees fit. The net dollar amount of profit will remain firm during the period of the contract. Adjustments increasing the CONTRACTOR'S profit will not be allowed. Annual increases shall not exceed the Consumer Price Index. All price changes (increase/decrease) must be approved by the Chief Executive Officer.

## **11.0 EVALUATION CRITERIA**

Proposals will be evaluated based strictly on the following:

1. Overall responsiveness of bidder (if bidder meets and/or exceeds all of the requirements specified in Section 2.0 of this RFQ.
2. Overall cost to the SBWIB, Inc.

The SBWIB, Inc. reserves the right to withdraw the Request for Quote (RFQ), to reject a specific proposal for noncompliance within the RFQ provisions, or not award a contract at any time because of unforeseen circumstances or if it is determined to be in the best interest of the SBWIB, Inc.

## **12.0 EVALUATION PROCESS**

All proposals will be given a thorough review. All contacts during the review selection phase will only be through the Procurement Department. Attempts by the CONTRACTOR to contact any other SBWIB, Inc. representative may result in disqualification of the CONTRACTOR. All evaluation materials will be considered confidential and not released by the SBWIB, Inc. The SBWIB, Inc. reserves the right to split or make the award that is most advantageous to the SBWIB, Inc.

### **13.0 INTERPRETATION OF RFQ**

The CONTRACTOR must make careful examination and understand all of the requirements, specifications, and conditions stated in the RFQ. If any CONTRACTOR planning to submit a quote finds discrepancies in or omissions from the RFQ, or is in doubt as to the meaning, a written request for interpretation or correction must be given to the SBWIB, Inc. Any changes to the RFQ will be made only by written addendum. The SBWIB, Inc. is not responsible for any other explanations or interpretations.

### **14.0 CANCELLATION OF PROCUREMENT PROCESS**

SBWIB, Inc. may cancel the procurement process at any time. All proposed quotes become the property of the SBWIB, Inc. All information submitted in the proposed quote becomes "public record" as defined by the State of California upon completion of the procurement process. If any proprietary information is contained in or attached to the proposal, it must be clearly identified by the CONTRACTOR, otherwise the CONTRACTOR agrees that any and all documents provided may be released to the public after contract award.

**UNARMED SECURITY GUARD SERVICES  
COVER PAGE**

**EXHIBIT A**

**BIDDER TO COMPLETE ALL APPLICABLE AREAS**

The SBWIB, Inc. is soliciting quotes from qualified Security Firms to provide Unarmed Security Guard Services as detailed in the RFQ: <https://www.sbwib.org/rfp-rfq>

**BID CLOSING DATE: WEDNESDAY, APRIL 30, 2025 BY 4:00P.M. (PST)**

**NO FAXED PROPOSALS WILL BE ACCEPTED**

After close of this RFQ, the award will be announced within 30 days.

“Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned’s principal is fully bound and committed.”

**Company Name:**

**Street Address:**

**City:**

**State:**

**Zip:**

**Remit Address:**

**City:**

**State:**

**Zip:**

**Vendor Website:**

**Phone #:**

**Email:**

**Contact Person:**

**Title:**

**Signature**

**Date**

**Please Check:**

**Disabled Veteran**

**Local Business**

**MBE or WBE**

If checked, the above signer certifies that the above business is located within the geographical boundaries of SBWIB, Inc. and that all sales taxes generated based on this RFQ will be credited to that location in SBWIB, Inc.

**SBWIB, Inc.**  
**SECURITY GUARD REQUIREMENTS**

1. All unarmed security guards shall meet the requirements (possession of a current officer registration permit) of the California State Department of Consumer Affairs, Bureau of Collections, and Investigations. Membership in the American Society for Industrial Security (ASIS) will be considered desirable.
2. Security guards shall be adequately trained and experienced in their specific duties, and in addition, must be trained in basic first-aid, CPR, the use of all-purpose fire extinguishers, drug/narcotics identification, bomb threat situations, the avoidance of violent situations, and be specifically trained for each piece of security equipment carried.
3. The security guard's appearance, attitude, politeness, and job knowledge are influential in creating a favorable image. No smoking, reading of unauthorized material, eating, napping, or grooming shall be permitted while officers are in public view. No personal phone calls will be permitted, except in an emergency.
4. Security guards shall have normal concern for their own physical safety and shall take reasonable precautions not to place themselves in situations which would encourage violence or abuse against them or other person in the area.
5. The SBWIB, Inc. prohibits the use of arrest powers by security personnel: security personnel powers of arrest are no greater than that of a private citizen. Security personnel shall use no unreasonable force unless absolutely necessary for self-defense. When necessary, the proper police authority shall be summoned. Security personnel shall always be cooperative with authorized emergency personnel, by providing assistance, while not interfering in the performance of their duties.
6. Security guards shall use excellent discretion in dealing with situations that do not readily fall into specific categories.
7. Security guards must process and exercise strong personal interactive skills in the dealing with the public.
8. Security guards' personal appearance must be exemplary. Security guards will be expected to keep their clothing neat, clean, and well pressed at all times. Uniforms shall not have rips, tears, visible repairs, missing buttons, excessive tightness, or bagginess.
9. All assigned security guard will carry and be fully trained in the use of portable communications units (cell phones, radios) and maintain the ability to readily communicate with the assigned SBWIB, Inc. staff, and with other agencies, such as fire, police, and ambulances at all times during working hours.
10. Security guards shall patrol on the 3rd and 5th floor of the Inglewood facility on foot, checking all interior rooms according to established guidelines specified in the Post Orders. Security guard must also log in as indicated in the Post Orders for each floor.
11. Security guards shall monitor the surveillance monitor (if provided) for any unusual or strange behavior and investigate as necessary.
12. Security guards shall log and report (on a daily basis) all serious incidents to the designated facility supervisors including, but not limited to, any bomb threats, accidents to any member of the public or personnel and/or vehicles, acts of violence, theft, and for all incidents which require the response of emergency personnel.
13. Security guards shall enforce a restrictive admittance policy allowing only authorized employees with proper identification badge, clients, and law enforcement, in accordance with security procedures. On-site manager will provide list of authorized employees.
14. Security guards will be expected to take lunch on the premises.

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Employee Signature

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Date

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Employee Print Name

**CONFIDENTIALITY CLAUSE**

CONTRACTOR/CONSULTANT shall maintain the confidentiality of any and all records and information accessed or processed in accordance with the terms and intent of this Agreement, including protection of names and other identifying information from unauthorized disclosure. CONTRACTOR/CONSULTANT shall not disclose, except as specifically permitted by this Agreement, or as authorized by the person(s), any oral or written communication, information, or effort of cooperation between SBWIB, Inc. and CONTRACTOR/CONSULTANT, or between SBWIB, Inc. and CONTRACTOR/CONSULTANT and any other party SBWIB, Inc. requires CONTRACTOR/CONSULTANT'S officers, employees, and agents providing services hereunder to execute an Employment Acknowledgement and Confidentiality Agreement prior to commencing work under this Agreement.

**CONTRACTOR/CONSULTANT EMPLOYEE ACKNOWLEDGEMENT  
AND CONFIDENTIALITY AGREEMENT**

PROJECT NAME \_\_\_\_\_

CONTRACTOR NAME \_\_\_\_\_

CONTRACT NUMBER \_\_\_\_\_

**OATH OF CONFIDENTIALITY**

- a) Neither party shall disclose Confidential Information (as hereinafter defined) of the other party. The receiving party shall use the same degree of care as it uses to protect its own confidential information of like nature, but no less than a reasonable degree of care, to maintain in confidence the confidential information of the disclosing party. The foregoing obligations shall not apply to any information that (1) is at the time of disclosure, or thereafter becomes, part of the public domain through a source other than the receiving party, (2) is subsequently learned from a third party that does not impose an obligation of confidentiality on the receiving party, (3) was known to the receiving at the time of disclosure, (4) is generated independently by the receiving party, or (5) is required to be disclosed by law, subpoena or other process.
  
- b) For the purpose of the above paragraph, Confidential Information shall mean any information identified by either party as Confidential and/or Proprietary, or which, under all of the circumstances, ought reasonably to be treated as Confidential and/or, including this Agreement.

**Contractor/Employee Name:**

Signed: \_\_\_\_\_  
Contractor/Employee Name

Date: \_\_\_\_\_

Printed: \_\_\_\_\_  
Employee Print Name



**COMPANY NAME:** \_\_\_\_\_

The dollar amount indicated in the proposed hourly unit rate are all inclusive, and that all expenses and other costs necessary to complete the work specified have been included.

**Unit of Service Cost (must include):**

<b><u>UNIT OF SERVICE RATE PER HOUR</u></b>	
<b><u>SCHEDULE MODE</u></b>	<b><u>INGLEWOOD / GARDENA ONE-STOP CENTER(S)*</u></b>
<b>REGULAR</b>	\$ /per hour
<b>OVERTIME</b>	\$ /per hour
<b>WEEKENDS</b>	\$ /per hour
<b>NIGHT HOURS</b>	\$ /per hour

**DEFINITION OF EACH SCHEDULE MODE**

*(i.e., Regular: 8:00 AM – 5:00 PM = Hours, Monday thru Friday = Days Based on 40-hour work week)*

*The SBWIB, Inc. has multiple locations where additional security staffing may be requested to include part-time, full-time and or seasonal.*

**CERTIFICATIONS:**

I affirm that the information within this quote, to the best of my knowledge, is true and accurate. Further, I am duly authorized to submit this quote on behalf of this agency. I also understand that my agency will be responsible for meeting all requirements as set forth in this RFQ. I fully affirm and understand that failure to meet these requirements may result in my organization's quote not being considered.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date