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## CENTRAL TEXAS FOOD BANK REQUEST FOR PROPOSAL, SECURITY GUARD SERVICES

April 05<sup>th</sup> 2021

Central Texas Food Bank (CTFB) is seeking proposals for a primary relationship with a security guard firm servicing the Austin, Texas area. Unarmed guards will be stationed at our facility during non-business hours with the potential of additional coverage.

### I. BACKGROUND OF CENTAL TEXAS FOOD BANK (CTFB)

The food bank was incorporated as a Texas nonprofit corporation in March 1982 and was recognized as a 501(c)(3) organization in July 1982 under the name Capital Area Food Bank. In June 2016, our name changed to reflect our 200+ Partner Agencies in a 21 county area. CTFB's mission is to nourish hungry people and lead the community in the fight against hunger. In fiscal year 2020-2021 the organization provided over 64 million pounds of food.

### II. PROPSOAL INSRUTIONS

- a. Questions submitted in writing due no later than April 13th:  
Christina Harding, [charding@centraltexasfoodbank.org](mailto:charding@centraltexasfoodbank.org)
- b. Physical Submissions due no later than 5pm CST April 23rd:  
Denise Blok, COO  
Central Texas Food Bank, Inc.  
6500 Metropolis Dr. Austin, TX 78744
- c. Electronic Submissions due no later than 5pm CST April 23rd:  
Denise Blok, [dblok@centraltexasfoodbank.org](mailto:dblok@centraltexasfoodbank.org)  
Marie Caballero, [mcaballero@centraltexasfoodbank.org](mailto:mcaballero@centraltexasfoodbank.org)  
Christina Harding, [charding@centraltexasfoodbank.org](mailto:charding@centraltexasfoodbank.org)



### III. SCOPE OF WORK

#### a. COMPANY REQUIREMENTS

- i. Service provider is solely responsible for employing, training, and maintaining adequate number of qualified professionals to meet the requirements set forth in this RFP.
- ii. Install checkpoint markers for guard use during hourly walk-throughs.
- iii. Provide security seven (7) days a week. See Attachment A for CTFB Holiday schedule.
  1. Weekday: Monday-Thursday 5pm -5am (CST)
  2. Weekend: Coverage starting Friday 5pm though Monday 5am (CST)
  3. Holiday closure: Full day coverage until 5am the following business day
- iv. Additional shift coverage as needed outside the standard schedule.
- v. Provide an explanation of how your company trains a guard to ensure their familiarity with clients' requirements.
- vi. Consistency is important to CTFB. Please elaborate on the number of guards in rotation assigned to a particular location.
- vii. Responsive to CTFB concerns regarding a guards' performance.

#### b. GUARD REQUIREMENTS

- i. One (1) unarmed guard on the premise during the hours stated.
- ii. Guards arrives and remains in proper identification and uniforms.
- iii. Proactive communication with CTFB staff regarding changes in shift fulfillment.
- iv. Perform routine perimeter and interior walk-throughs hourly.
- v. Utilize checkpoint systems to confirm the area is clear.
- vi. Complete shift reports and share with designed CTFB staff.

#### c. FACILITY DETAILS

- i. Tours of the facilities are scheduled at the discretion of CTFB and will be based on the submitted proposals. Unscheduled tours will not be accommodated.
- ii. Building specifications provided below is for a general reference. CTFB reserves the right to add or remove structures to the property throughout the length of the agreement.

See Attachment B for an image of the perimeter.

  1. Property 11 acre or 479,160 ft<sup>2</sup>.
  2. Main building 135,000 ft<sup>2</sup>.
  3. Two stories office area.
  4. Warehouse:

- a. Freezer
- b. Dry Storage
- c. Cooler (2)
- d. Office area
- e. Sorting room
- f. Loading Docks

5. Outdoor Area:

- a. Gate to loading docks
- b. Perimeter of the building
- c. Garden areas (2)

**d. AGREEMENT PRICING**

- i. Provide a breakdown of cost in the proposal
  - 1. Per shift fee
  - 2. Annual Fee
  - 3. Any additional fee's not included in shift or annual fees

**IV. SCHEDULE OF EVENTS**

RFP Opening	April 5 <sup>th</sup> 2021
Questions Submitted	April 11 <sup>th</sup> 2021
Questions Answered	April 14 <sup>th</sup> 2021
RFP Closed Initial	April 23 <sup>rd</sup> 2021
Follow-up	April 26 <sup>th</sup> 2021
Start Date	May 06 <sup>th</sup> 2021

**V. EVALUATION CRITERIA**

PRICING	40%
SCOPE OF WORK	40%
CUSTOMER SERVICE	10%
HUB VENDOR (TEXAS CERTIFIED)	5%
COMPANIES HEALTH (BBB)	5%

## VI. LEGAL REQUIRMENTS

### a. LIABILITES

- i. The Office of Federal Contract Compliance Programs Debarred Companies List is reviewed.
- ii. Central Texas Food Bank is not liable for any expense resulting in the preparation of the respondent's proposal. Material submitted will not be returned.
- iii. Review of proposal does not indicate contractual award to the respondent. CTFB reserves the right to cancel or otherwise not award should it be in the best interest of the food bank.

### b. CONFLICT OF INTREST

- i. Respondents shall not lobby or offer incentives to the Central Texas Food Bank or its staff; including monetary items, gifts, favors or actions that otherwise may potentially influence the selection process.
- ii. Respondents may not hire Board members, managers, or support staff involved in the evaluation/selection process.
- iii. The use of lobbying by any respondent will result in immediate rejection of the bid or termination of the agreement.



## Attachment A



### 2021 Holiday and CTFB Closure Schedule

Friday, January 1, 2021	New Year's Day
Monday, January 18, 2021	MLK Day
Friday, March 19, 2021	Spring Holiday
Friday, April 2, 2021 (Tentative)	*Field Day (Closure 1-5)
Monday, May 31, 2021	Memorial Day
Monday, July 5, 2021	Independence Day
Monday, September 6, 2021	Labor Day
Friday, October 8, 2021 (Tentative)	*End of Year (Closure 1-5)
Thursday, November 25, 2021	Thanksgiving Holiday
Friday, November 26, 2021	Thanksgiving Holiday
Friday, December 10, 2021 (Tentative)	*Holiday Closure (1-5)
Friday, December 24, 2021	Winter Holiday
Thursday December 23, 2021	Winter Holiday
Friday, December 31, 2021	New Year's Eve

\*CTFB Closures are tentative. Closures will be based on the needs of the business including the required COVID-19 response.



## Attachment B

### Map of Central Texas Food Bank facilities



*Central Texas Food Bank is an equal opportunity provider*

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