



Company Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

MELISSA LEE, C.P.M., A.P.P.
PURCHASING AGENT

CHRIS LAX, CPSM, CPSD, CPCP
ASSISTANT PURCHASING AGENT

RFB NO. 2023-105

**REQUEST FOR BID
FOR
ANNUAL CONTRACT
FOR
SECURITY GUARD SERVICES**

**BIDS DUE APRIL 24, 2023
2:00 P.M. CST**

RFB NO. 2023-105

Please cut out and affix to the outside of your response package



**TARRANT COUNTY
SEALED BID/PROPOSAL/RESPONSE**

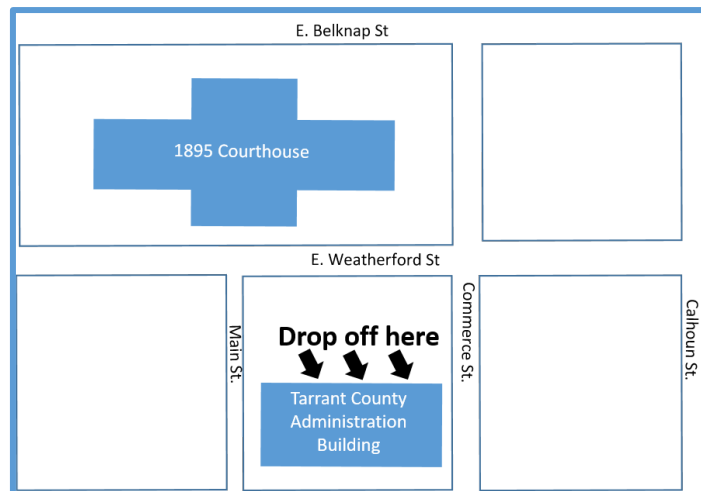
RFB No. 2023-105

ANNUAL CONTRACT FOR SECURITY GUARD

Due Date: APRIL 24, 2023, at 2:00 PM. CST

**Tarrant County Administration Building
ATTN: Purchasing Department
100 E. Weatherford St., Third Floor, Suite 303
Fort Worth, Texas 76196-0104**

Street View



Building View

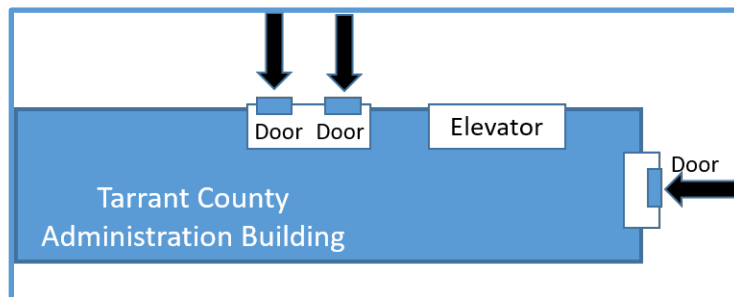


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PRE-BID CONFERENCE

A Pre-Bid GoToMeeting Video Conference will be held:

THURSDAY, MARCH 30, 2023, AT 10:00 A.M.

RSVP: Vendors planning to attend the Pre-Bid GoToMeeting Video Conference must RSVP to Gwen Peterson, C.P.M., A.P.P., Senior Buyer, via fax at 817-884-2629 or, if unable to fax, email to BidQuestions-RSVP@tarrantcounty.com by 5:00 p.m., Wednesday, March 29, 2023. Confirmed receipt by Tarrant County of this email is required.

An RSVP must be completed by each company representative wishing to participate in the GoToMeeting and an email address must be provided for each.

After the RSVP deadline, a GoToMeeting invitation will be sent to participants.

Questions from bidders will be addressed at the pre-bid conference. Any vendor who submits a bid without attending the scheduled pre-bid conference does so at his own risk. Such applicant who submits a bid and does not attend the scheduled pre-bid conference waives any right to assert claims due to undiscovered conditions.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

Tarrant County is requesting bids for the **ANNUAL CONTRACT FOR SECURITY GUARD SERVICES, COUNTYWIDE**. All bids must be submitted on the attached Price Forms.

Original and One (1) Copy

OF

COMPLETED BID PROPOSALS

MUST BE RECEIVED IN THE

TARRANT COUNTY PURCHASING DEPARTMENT

AT 100 E. WEATHERFORD, SUITE 303

FORT WORTH, TEXAS 76196-0104

ON OR BEFORE APRIL 24, 2023, AT 2:00 P.M. CST

All bids are due in the Tarrant County Purchasing Department by the due date in sealed envelopes or boxes. All bids must be clearly marked with the Bid Number, the name of the company submitting the bid, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. The original bid must be clearly marked "ORIGINAL" and contain all original signatures. "No-Bid" Response to be returned on the form included in the section under Forms.

Any bid received after the date and/or hour set for bid opening will not be accepted. The Bidder will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at Bidder's expense, or destroyed with written authorization of the Bidder. If bids are sent by mail to the Tarrant County Purchasing Department, the Bidder shall be responsible for actual delivery of the bid to the Tarrant County Purchasing Department before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be disposed of as authorized.

Bids may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by Bidder guaranteeing authenticity. After the official opening, bids become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendation of the Tarrant County Purchasing Agent and the approval of Tarrant County Commissioners' Court.

Tarrant County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in this bid. Tarrant County is not exempt from Surplus Lines Tax or Texas Stamping Tax.

Tarrant County reserves the right to accept or reject in part or in whole any bids submitted and to waive any technicalities for the best interest of Tarrant County.

No oral explanation or instructions will be given by Tarrant County officials or employees in regard to the meaning of the specifications before the award of the contract unless authorized by the Tarrant County Purchasing Agent or their designee. Requests from interested bidders for additional information or interpretation of the information included in the specifications should be directed in writing, via fax or via email, to:

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

GWEN PETERSON, C.P.M., A.P.P., SENIOR BUYER

FAX: 817-884-2629

EMAIL: BidQuestions-RSVP@tarrantcounty.com

All documents relating to the RFB, including but not limited to, the RFB document, questions and responses, addenda and special notices will be posted under the RFB number on the Tarrant County website and available for download by Bidders and other interested parties. No documents will be faxed or emailed after the initial Notice of Intent prior to award. **It is the Bidder's sole responsibility to review this site and retrieve all related documents up to the RFB due date.**

The deadline for receipt of all questions is 12:00 p.m., CST, Friday, March 31, 2023. After this deadline, all questions and responses will be posted on the website and available for download by interested parties.

All questions **must** be submitted in writing and directed to Gwen Peterson, C.P.M., A.P.P., Senior Buyer, via fax at **817-884-2629** or, if unable to fax, emailed to:

BidQuestions-RSVP@tarrantcounty.com

Faxed Questions: Faxed questions **must** reflect the RFB number **or** include the RFB cover page.

Emailed Questions: The email **must** include the RFB No. in its subject and confirmation of receipt by Tarrant County is **required**.

All bids shall specify terms and conditions of payment, which will be considered as part of, but not control, the award of bid. County review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials, or service. Bids which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Tarrant County Purchasing Agent, the review, inspection, and processing procedures can be completed as specified.

Invoices shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196, or email to SAP-invoices@tarrantcounty.com. In accordance with the Prompt Payment Act, it is the intention of Tarrant County to make payment on completed orders within thirty (30) days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchase Order Number.**

Continuing non-performance of the Vendor in terms of Specifications shall be a basis for the termination of the contract by Tarrant County. Tarrant County shall not pay for work, equipment, or supplies which are unsatisfactory. The Vendor will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) day notice prior to cancellation.

Bids will be considered non-responsive if they show any omissions, alteration of form, additions or conditions not called for, or inconsistencies of any kind. However, Tarrant County reserves the right to waive any inconsistencies and to make an award in the best interest of Tarrant County.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

Bids may be rejected, among other reasons, for any of the following specific reasons:

1. Bids containing any inconsistencies.
2. Unbalanced value of any items.

Bidders may be disqualified and their bids not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Bidders.
2. Reasonable grounds for believing that any Bidder is interested in more than one (1) Bid for the work contemplated.
3. Bidder being interested in any litigation against Tarrant County.
4. Bidder being in arrears on any existing contract or having defaulted on a previous contract.
5. Lack of competency as revealed, including but not limited to, by a financial statement, experience and equipment and questionnaires.
6. Uncompleted work, which in the judgment of Tarrant County, will prevent or hinder the prompt completion of additional work, if awarded.
7. Bidders shall not owe delinquent property tax in Tarrant County.
8. Limited competition.

It is the Bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide a signature on the form renders bid non-responsive. Failure to complete and submit all required forms, including but not limited to References, Compliance With Federal and State Laws Form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of the entire bid.

CONFIDENTIALITY: Any material that is to be considered confidential must be clearly marked as such and shall be treated as confidential to the extent allowable under Section 552.136, Texas Government Code. Notice will be sent to you pursuant to Section 552.305 of the Texas Government Code should Tarrant County receive an open records request to inspect your bid. This notice will allow you to assert any objections to the release of confidential information in response to an open records request. It is your responsibility to assert any objections to the release of your bid in response to an open records request. Tarrant County cannot argue on your behalf that the information contained in your bid is exempt from public release. Trade secrets or confidential information **MUST** be placed in a separate envelope marked **"CONFIDENTIAL INFORMATION."** Note: **PRICING INFORMATION IS NOT CONSIDERED CONFIDENTIAL AND IF MARKED AS SUCH, WILL RESULT IN REJECTION OF YOUR BID.**

Due care and diligence have been used in the preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the Bidder. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the Bidder to determine the full extent of the exposures.

Vendor may not assign their rights and duties under an award without the written consent of the Tarrant County Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

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TO THE EXTENT PERMITTED BY LAW, VENDOR AGREES TO DEFEND, INDEMNIFY AND HOLD TARRANT COUNTY, ITS OFFICIALS, AGENTS, SERVANTS, AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, ACTIONS, COSTS AND EXPENSES OF ANY KIND, INCLUDING BUT NOT LIMITED TO, THOSE FOR PROPERTY DAMAGE OR LOSS (INCLUDING ALLEGED DAMAGE OR LOSS TO OWNER'S BUSINESS AND ANY RESULTING LOST PROFITS), EMPLOYMENT MATTERS, AND/OR PERSONAL INJURY, INCLUDING DEATH, THAT MAY RELATE TO OR ARISE OUT OF OR BE OCCASIONED BY (I) VENDOR'S BREACH OF ANY OF THE TERMS OF PROVISIONS OF THIS AGREEMENT OR (II) ANY NEGLIGENT ACT OR OMISSION OR INTENTIONAL MISCONDUCT OF VENDORS, ITS OFFICERS, AGENTS, ASSOCIATES, EMPLOYEES, CONTRACTORS OR SUBCONTRACTORS, RELATED TO THE PERFORMANCE OF THIS AGREEMENT.

VENDOR(S) WILL COMPLY WITH ALL STATE, FEDERAL, AND LOCAL LAWS INCLUDING BUT NOT LIMITED TO THE AMERICANS WITH DISABILITIES ACT, TITLE VII OF THE CIVIL RIGHTS OF 1964, AGE DISCRIMINATION IN EMPLOYMENT ACT, CIVIL RIGHTS ACT OF 1991, FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA), FAIR LABOR STANDARDS ACT, EQUAL PAY ACT OF 1963 AND THE AFFORDABLE HEALTH CARE ACT, AS TO TREATMENT AND COMPENSATION OF ITS EMPLOYEES.

VENDOR(S) WILL PREPARE PAYROLL CHECKS, MAKE ALL NECESSARY DEDUCTIONS, AND PAY ALL TAXES, AND MAINTAIN INSURANCE REQUIRED BY FEDERAL, STATE, AND LOCAL LAWS. THE SUCCESSFUL VENDOR ACCEPTS FULL RESPONSIBILITY FOR THE PAYMENT OF WAGES, COMPENSATION, OVERTIME AND BENEFITS TO PERSONNEL. VENDOR ACCEPTS RESPONSIBILITY FOR PAYMENT OF ALL TAXES, ASSESSMENTS, FEES, AND FINES THAT MAY BE DUE AND OWING TO ANY LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **CONTRACT TERMS:** Vendor(s) will be awarded a twelve (12) month contract, effective from the date of award or notice to proceed as determined by the Tarrant County Purchasing Department. At Tarrant County's option and approval by the Vendor, the contract may be renewed for one (1) additional twelve (12) month period, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**

2. **RENEWAL OPTIONS:** Tarrant County reserves the right to exercise an option to renew the contract of the Vendor for one (1) additional twelve (12) month period, provided such option is stipulated and agreed upon by both parties. If Tarrant County exercises the right in writing, the Vendor must update and submit any documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. Required documents must be in force for the full period of the option. If the updated documents are not submitted by the Vendor in complete form within the time specified, Tarrant County may rescind its option or seek a new solicitation.

3. **SECONDARY/ALTERNATE AWARD:** Secondary or Alternate Vendors serve in a backup capacity only. In the event the Primary is unable to honor the terms and conditions of the contract, the Secondary Vendor(s) may be called. If the Secondary Vendor is unable to honor the terms and conditions of the contract the Alternate Vendor(s) may be called. The Primary Vendor is the first contact. Use of the Secondary or Alternate Vendor(s) must be approved, in writing, by the Tarrant County Purchasing Agent or his designee in compliance with Texas Local Government Code 262.027(g).
 - A. In the event the Secondary or Alternate Vendors are called upon, they will offer the materials and services at their awarded price(s), or better. Any attempt to increase their awarded price(s) may cause the removal of the Vendor from the contract. Calling upon the Secondary or Alternate Vendors does not necessarily affect the status of any awarded Vendor, including the Primary Vendor.
 - B. If a Secondary or Alternate Vendor represents themselves as the Primary Vendor without written authorization from the Tarrant County Purchasing Agent, or his designee, the Secondary or Alternate Vendor may be removed from the contract.
 - C. Would you, as the Vendor, be willing to accept a Secondary or Alternate Award based on the above?

_____Yes _____No

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. **COOPERATIVE PURCHASING:** Tarrant County has the lead role in developing and encouraging Cooperative Purchasing efforts among governmental entities that participate in its Cooperative Purchasing Program. Cooperative Purchasing can be a great benefit to Tarrant County vendors by providing an avenue to offer materials and services to participating entities. A current list of participating entities is included in this solicitation and an up-to-date list can be found on the Tarrant County website.

A. Should other Governmental Entities decide to participate in this contract, would you, as the Vendor, agree that all terms, conditions, specifications, and pricing would apply? **A "NO" answer could result in complete rejection of the bid.**

_____ Yes _____ No

- 1) If you, the Bidder, checked Yes, the following will apply:
 - a) Governmental Entities utilizing Intergovernmental Contracts with Tarrant County will be eligible, but not obligated, to purchase materials and services under the contract(s) awarded because of the solicitation. All purchases by Governmental Entities other than Tarrant County will be billed directly to that Governmental Entity and paid by that Governmental Entity. Tarrant County will not be responsible for another Governmental Entity's debts. Each Governmental Entity will order their own material and services as needed.
 - b) Delivery to governmental entities located within Tarrant County will be at no charge or as otherwise provided for in the Award Document. Delivery charges, if any, for governmental entities located outside Tarrant County shall be negotiated between the Vendor and each governmental entity.
 - c) Tarrant County utilizes County Purchase Orders as its primary means of encumbering funds and pays for goods and services utilizing Vendor invoices. In the event Governmental Entities utilizing InterGovernmental Contracts use other payment methods, including but not limited to, purchasing cards, debit cards, check requests or other methods which cause the Vendor to incur service, processing, or other fees, these fees are the responsibility of that Governmental Entity, unless otherwise negotiated with the Vendor.
 - d) Vendor(s) awarded contract(s) resulting from bid will be responsible for providing to Tarrant County, at no additional charge, a complete list of all governmental entities currently utilizing the contract and their annual expenditures. This information should be provided ninety (90) days prior to the expiration of the contract, or as otherwise requested by Tarrant County.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

1. ALAMO COMMUNITY COLL DISTRICT	65. CITY OF BAYTOWN	129. CITY OF FOREST HILL
2. ALAMO HEIGHTS ISD	66. CITY OF BEDFORD	130. CITY OF FORNEY
3. ALEDO ISD	67. CITY OF BELLMEAD	131. CITY OF FORT WORTH
4. ALLEN ISD	68. CITY OF BELLS	132. CITY OF FRISCO
5. ALVARADO ISD	69. CITY OF BENBROOK	133. CITY OF FULSHEAR
6. ALVORD ISD	70. CITY OF BIG SPRING	134. CITY OF GAINESVILLE
7. ANNA FIRE DEPARTMENT	71. CITY OF BLUE MOUND	135. CITY OF GALENA PARK
8. ANDERSON COUNTY	72. CITY OF BONHAM	136. CITY OF GALVESTON
9. ANDREWS COUNTY	73. CITY OF BOVINA	137. CITY OF GANADO
10. ARANSAS COUNTY	74. CITY OF BOWIE	138. CITY OF GARLAND
11. ARGYLE ISD	75. CITY OF BOYD	139. CITY OF GATESVILLE
12. ARLINGTON ISD	76. CITY OF BRADY	140. CITY OF GEORGETOWN
13. ARMSTRONG COUNTY	77. CITY OF BRIDGE CITY	141. CITY OF GLEN HEIGHTS
14. ASPERMONT ISD	78. CITY OF BRIDGEPORT	142. CITY OF GODLEY
15. ATASCOSA COUNTY	79. CITY OF BROWNWOOD	143. CITY OF GRANBURY
16. AUBREY ISD	80. CITY OF BRYAN	144. CITY OF GRAND PRAIRIE
17. AZLE ISD	81. CITY OF BUDA	145. CITY OF GRAND SALINE
18. BAILEY COUNTY	82. CITY OF BURKBURNETT	146. CITY OF GRAPEVINE
19. BASTROP COUNTY	83. CITY OF BURLESON	147. CITY OF GREENVILLE
20. BASTROP ISD	84. CITY OF CADDO MILLS	148. CITY OF GUN BARRELL CITY
21. BEAUMONT ISD	85. CITY OF CANTON	149. CITY OF HALTOM CITY
22. BELL COUNTY	86. CITY OF CARROLLTON	150. CITY OF HARLINGEN
23. BENBROOK WATER AUTHORITY	87. CITY OF CASTLE HILLS	151. CITY OF HASLET
24. BETHANY SPEC UTILITY DIST	88. CITY OF CEDAR HILL	152. CITY OF HEATH
25. BEXAR COUNTY	89. CITY OF CEDAR PARK	153. CITY OF HEWITT
26. BEXAR COUNTY ESD No. 2	90. CITY OF CELESTE	154. CITY OF HITCHCOCK
27. BIRDVILLE ISD	91. CITY OF CELINA	155. CITY OF HORIZON CITY
28. BLUE RIDGE FIRE DEPARTMENT	92. CITY OF CIBOLO	156. CITY OF HUDSON OAKS
29. BOSSIER PARISH SHERIFF'S OFFICE	93. CITY OF CLEBURNE	157. CITY OF HUNTSVILLE
30. BOSQUE COUNTY	94. CITY OF COCKRELL HILL	158. CITY OF HURST
31. BRANCH FIRE DEPARTMENT	95. CITY OF COLLEYVILLE	159. CITY OF HUTCHINS
32. BRAZORIA COUNTY	96. CITY OF COLUMBUS	160. CITY OF HUTTO
33. BRAZOS COUNTY	97. CITY OF COLORADO CITY	161. CITY OF INGLESIDE
34. BREWSTER COUNTY	98. CITY OF COMBINE	162. CITY OF IRVING
35. BRIAR VOLUNTEER FIRE DEPT.	99. CITY OF COMMERCE	163. CITY OF ITALY
36. BROOKS CNTY CNSTBLS. PRECS 1-4	100. CITY OF CONVERSE	164. CITY OF JACKSBORO
37. BROWN COUNTY	101. CITY OF COPPELL	165. CITY OF JACKSONVILLE
38. BULVERDE POLICE DEPARTMENT	102. CITY OF COPPERAS COVE	166. CITY OF JONESTOWN
39. BURNET COUNTY	103. CITY OF CORINTH	167. CITY OF JEFFERSON
40. BYNUM ISD	104. CITY OF CORSICANA	168. CITY OF JUSTIN
41. CAMERON COUNTY	105. CITY OF CROWLEY	169. CITY OF KATY
42. CANTON ISD	106. CITY OF CUMBY	170. CITY OF KEENE
43. CANYON ISD	107. CITY OF DALWORTHINGTON GRDN	171. CITY OF KELLER
44. CARROLL ISD	108. CITY OF DE LEON	172. CITY OF KENNEDALE
45. CARROLLTON-FARMERS BRANCH ISD	109. CITY OF DECATUR	173. CITY OF KERMIT
46. CASTLEBERRY ISD	110. CITY OF DEER PARK	174. CITY OF KILLEEN
47. CEDAR HILL ISD	111. CITY OF DENISON	175. CITY OF KINGSVILLE
48. CHAMBERS COUNTY	112. CITY OF DENTON	176. CITY OF KRUM
49. CHEROKEE COUNTY	113. CITY OF DESOTO	177. CITY OF KYLE
50. CITY OF ALEDO	114. CITY OF DIBOLL	178. CITY OF LAFERIA
51. CITY OF ALLEN	115. CITY OF DUNCANVILLE	179. CITY OF LA GRULLA
52. CITY OF ALVORD	116. CITY OF EARLY	180. CITY OF LA VERNIA
53. CITY OF AMARILLO	117. CITY OF EASTLAND	181. CITY OF LAKE DALLAS
54. CITY OF ANDREWS	118. CITY OF EL PASO	182. CITY OF LAKE WORTH
55. CITY OF ANGLETON	119. CITY OF ELECTRA	183. CITY OF LANCASTER
56. CITY OF ANNA	120. CITY OF EMORY	184. CITY OF LAREDO
57. CITY OF ARLINGTON	121. CITY OF ESCOBARES	185. CITY OF LEAGUE CITY
58. CITY OF ATHENS	122. CITY OF EULESS	186. CITY OF LEANDER
59. CITY OF AUBREY	123. CITY OF EVERMAN	187. CITY OF LEWISVILLE
60. CITY OF AUSTIN	124. CITY OF FARMERS BRANCH	188. CITY OF LINDALE
61. CITY OF AZLE	125. CITY OF FARMERSVILLE	189. CITY OF LITTLE ELM
62. CITY OF BALCH SPRINGS	126. CITY OF FERRIS	190. CITY OF LITTLEFIELD
63. CITY OF BANGS	127. CITY OF FLORESVILLE	191. CITY OF LIVE OAK
64. CITY OF BASTROP	128. CITY OF FLOYDADA	192. CITY OF LUBBOCK

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

<p>193. CITY OF LUCAS 194. CITY OF LUFKIN 195. CITY OF LUMBERTON 196. CITY OF MANSFIELD 197. CITY OF MARSHALL 198. CITY OF McALLEN 199. CITY OF MCKINNEY 200. CITY OF MELISSA 201. CITY OF MERKEL 202. CITY OF MESQUITE 203. CITY OF MIDLAND 204. CITY OF MIDLOTHIAN 205. CITY OF MINEOLA 206. CITY OF MINERAL WELLS 207. CITY OF MORGAN'S POINT RESORT 208. CITY OF MURPHY 209. CITY OF NACOGDOCHES 210. CITY OF NEDERLAND 211. CITY OF NEW BRAUNFELS 212. CITY OF NORTH RICHLAND HILLS 213. CITY OF ODESSA 214. CITY OF OVILLA 215. CITY OF PALESTINE 216. CITY OF PARKER 217. CITY OF PASADENA 218. CITY OF PELICAN BAY 219. CITY OF PERRYTON 220. CITY OF PHARR 221. CITY OF PLANO 222. CITY OF PORT ISABEL 223. CITY OF POTEET 224. CITY OF POTTSBORO 225. CITY OF PRINCETON 226. CITY OF QUINLAN 227. CITY OF RALLS 228. CITY OF RED OAK 229. CITY OF RHOME 230. CITY OF RICHARDSON 231. CITY OF RICHLAND HILLS 232. CITY OF RIO GRANDE CITY 233. CITY OF RIVER OAKS 234. CITY OF ROANOKE 235. CITY OF ROBINSON 236. CITY OF ROCKPORT 237. CITY OF ROCKWALL 238. CITY OF ROUND ROCK 239. CITY OF ROWLETT 240. CITY OF ROYSE CITY 241. CITY OF RUNAWAY BAY 242. CITY OF RUSK 243. CITY OF SACHSE 244. CITY OF SAGINAW 245. CITY OF SAN ANGELO 246. CITY OF SAN BENITO 247. CITY OF SAN MARCOS 248. CITY OF SANGER 249. CITY OF SANSOM PARK 250. CITY OF SEABROOK 251. CITY OF SEAGOVILLE 252. CITY OF SHERMAN 253. CITY OF SOUR LAKE 254. CITY OF SOUTHLAKE 255. CITY OF SOUTHMAYD</p>	<p>256. CITY OF SPRING VALLEY VILLAGE 257. CITY OF SPRINGTOWN 258. CITY OF STEPHENVILLE 259. CITY OF SULPHUR SPRINGS 260. CITY OF TAFT 261. CITY OF TAYLOR 262. CITY OF TEMPLE 263. CITY OF TERRELL 264. CITY OF TEXARKANA, AR 265. CITY OF TEXARKANA, TX 266. CITY OF THE COLONY 267. CITY OF TYLER 268. CITY OF UNIVERSAL CITY 269. CITY OF UNIVERSITY PARK 270. CITY OF VAN ALSTYNE 271. CITY OF VENUS 272. CITY OF VERNON 273. CITY OF WACO 274. CITY OF WATAUGA 275. CITY OF WAXAHACHIE 276. CITY OF WEATHERFORD 277. CITY OF WESTWORTH VILLAGE 278. CITY OF WHITE SETTLEMENT 279. CITY OF WHITESBORO 280. CITY OF WHITEWRIGHT 281. CITY OF WILLS POINT 282. CITY OF WILMER 283. CITY OF WINNSBORO 284. CITY OF WYLIE 285. CLAY COUNTY 286. CLEAR CREEK ISD 287. CLEBURNE ISD 288. COCHRAN COUNTY 289. COLLIN COUNTY 290. COLLIN COUNTY COMM COLL DIST. 291. COLORADO COUNTY 292. COMAL COUNTY 293. COMMUNITY HEALTHCORE 294. COOKE COUNTY 295. COPPELL ISD 296. CORYELL COUNTY 297. COTTONDALE VOL FIRE DEPT 298. CROWLEY ISD 299. DALLAS COUNTY 300. DALLAS CNTY UTIL & RECLAM. DIST. 301. DFW INT'L AIRPORT BOARD 302. DALLAS ISD 303. DAWSON COUNTY 304. DECATUR ISD 305. DENISON ISD 306. DENTON COUNTY 307. DENTON CNTY FWS DIST. # 1-A & #10 308. DENTON ISD 309. DESOTO ISD 310. DIANA SPECIAL UTILITY DISTRICT 311. DUNCANVILLE ISD 312. DUVAL COUNTY 313. EAGLE MOUNTAIN-SAGINAW ISD 314. EAST TEXAS COUNCIL OF GOVS. 315. EASTLAND COUNTY 316. ECTOR COUNTY 317. ECTOR COUNTY ISD 318. EDDY COUNTY, NM</p>	<p>319. EL PASO COUNTY 320. EL PASO CNTY HOSP DIST DBA... 321. ELECTRA ISD 322. ELLIS COUNTY 323. ERATH COUNTY 324. EVERMAN ISD 325. FANNIN COUNTY 326. FARMERSVILLE ISD 327. FLOYD COUNTY 328. FORNEY ISD 329. FORT BEND COUNTY 330. FORT BEND COUNTY ESD#2 & #7 331. FORT WORTH HOUSING AUTHORITY 332. FORT WORTH ISD 333. FORT WORTH TRANSP AUTHORITY 334. FRANKLIN COUNTY 335. FREESTONE COUNTY 336. FRISCO ISD 337. GLASSCOCK COUNTY 338. GOLIAD COUNTY 339. GONZALES COUNTY 340. GRAND PRAIRIE ISD 341. GRANDVIEW POLICE DEPT. 342. GRAPEVINE\COLLEYVILLE ISD 343. GRAYSON COLLEGE 344. GRAYSON COUNTY 345. GREENVILLE ISD 346. GREGG COUNTY 347. GRIMES COUNTY 348. GUADALUPE COUNTY 349. HARDIN COUNTY 350. HARRIS-FORT BEND EMG Svcs Dist #100 351. HARRIS COUNTY 352. HARRIS CTY EMG Svcs DIST. #7 ETC 353. HARRISON COUNTY 354. HAWKINS ISD 355. HAYS COUNTY 356. HEART OF TX REG MHMR CENTER 357. HENDERSON COUNTY 358. HEREFORD ISD 359. HIGHLAND PARK ISD 360. HILL COUNTY 361. HOOD COUNTY 362. HOPKINS COUNTY 363. HOUSING AUTH OF CITY OF AUSTIN 364. HUMBLE ISD 365. HUNT COUNTY 366. HURST EULESS BEDFORD ISD 367. HUTCHINSON COUNTY 368. IDEA PUBLIC SCHOOLS 369. IRVING ISD 370. JACK COUNTY 371. JASPER COUNTY 372. JEFFERSON COUNTY 373. JEFFERSON CNTY DRIN. DIST. #7 374. JIM WELLS COUNTY 375. JOHNSON COUNTY 376. JOHNSON COUNTY SUD 377. JOSHUA ISD 378. KARNES COUNTY 379. KAUFMAN COUNTY 380. KAUFMAN ISD</p>
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ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

381.	KELLER ISD	444.	POTTER COUNTY	507.	TOWN OF HICKORY CREEK
382.	KENNEDALE ISD	445.	PUBLIC TRANSIT SVC OF MIN.WELLS	508.	TOWN OF HIGHLAND PARK
383.	KERENS ISD	446.	QUINLAN ISD	509.	TOWN OF LAKESIDE
384.	KINNEY COUNTY	447.	RAINS COUNTY ESD #1	510.	TOWN OF LITTLE ELM
385.	KRUM ISD	448.	RANCHO VIEJO POLICE DEPT.	511.	TOWN OF NORTHLAKE
386.	LAKE DALLAS ISD	449.	RANDALL COUNTY	512.	TOWN OF PANTEGO
387.	LAKE WORTH ISD	450.	RED OAK ISD	513.	TOWN OF PECOS CITY
388.	LAMAR COUNTY	451.	RED RIVER COUNTY	514.	TOWN OF PONDER
389.	LAMB COUNTY	452.	REFUGIO COUNTY	515.	TOWN OF PROSPER
390.	LAMPASAS COUNTY	453.	REG 9 ED SVCE CENTER OF WICHITA	516.	TOWN OF PROVIDENCE VILLAGE
391.	LAVON POLICE DEPARTMENT	454.	REGION 11 EDU SERVICE CENTER	517.	TOWN OF SUNNYVALE
392.	LEON COUNTY	455.	RICHARDSON ISD	518.	TOWN OF TROPHY CLUB
393.	LEONARD ISD	456.	ROBERTSON COUNTY	519.	TOWN OF WESTLAKE
394.	LEWISVILLE ISD	457.	ROCKWALL COUNTY	520.	TOWN OF WESTOVER HILLS
395.	LIBERTY COUNTY	458.	ROUND ROCK ISD	521.	TRAVIS COUNTY
396.	LIMESTONE COUNTY	459.	SAM RAYBURN ISD	522.	TRAVIS CNTY EMG SVCS DIST NO.6
397.	LITTLE ELM ISD	460.	SAN JACINTO COM COLL DIST.	523.	TRAVIS CNTY HEALTHCARE DISTRICT
398.	LOVEJOY ISD	461.	SAN PATRICIO COUNTY	524.	TRINITY RIVER AUTHORITY
399.	LOWRY CROSSING VOL FIRE DEPT.	462.	SCHLEICHER COUNTY	525.	TYLER JUNIOR COLLEGE
400.	LUBBOCK COUNTY	463.	SEABROOK VOL FIRE DEPT.	526.	U.S. MARSHALS SERVICE
401.	MANSFIELD ISD	464.	SR. CYR RES &PUBLIC...HUNT CNTY	527.	UNIVERSITY OF NORTH TEXAS
402.	MAVERICK COUNTY	465.	SEVEN POINTS FIRE RESCUE	528.	UNIV OF N. TX HEALTH SCIENCE CTR
403.	McKINNEY ISD	466.	SHERMAN ISD	529.	UNIVERSITY OF TEXAS AT ARLINGTON
404.	McLENNAN COUNTY	467.	SMITH COUNTY	530.	UNIVERSITY OF TEXAS AT DALLAS
405.	McLENNAN COMM. COLLEGE	468.	SPRINGTOWN ISD	531.	UNIV OF TX MD AND. CANCER CTR
406.	MARILEE SPECIAL UTILITY DIST.	469.	SOUTH MONTGOMERY FIRE DEPT	532.	UPPER TRINITY REG WATER DIST.
407.	MEDINA VALLEY ISD	470.	SOUTH TEXAS COLLEGE	533.	UPSHUR COUNTY
408.	MHMR OF TARRANT COUNTY	471.	SPAN, INC.	534.	UPTON COUNTY
409.	MIDLAND COUNTY	472.	STARR COUNTY	535.	UVALDE COUNTY
410.	MIDLAND ISD	473.	STEPHENS COUNTY	536.	VAL VERDE COUNTY
411.	MIDWAY ISD	474.	STERLING COUNTY	537.	VAN ALSTYNE ISD
412.	MILAM COUNTY	475.	STONEWALL COUNTY	538.	VAN ZANDT COUNTY
413.	MILLS COUNTY	476.	TARLETON STATE UNIVERSITY	539.	VERNON ISD
414.	MITCHELL COUNTY	477.	TARRANT APPRAISAL DISTRICT	540.	VICTORIA COUNTY
415.	MONAHANS WICKETT PYOTE ISD	478.	TARRANT CNTY 9-1-1 EMG ASS DIST	541.	WACO ISD
416.	MONTGOMERY COUNTY	479.	TARRANT COUNTY COLLEGE DIST.	542.	WALKER COUNTY
417.	MONTGOMERY CNTY ESC 10	480.	TARRANT CTY EMG SVCS DISTRICT 1	543.	WALLER COUNTY
418.	MONTGOMERY CNTY HOSP DIST.	481.	TARRANT COUNTY HOSP DIST	544.	WARD COUNTY
419.	MOUNT PLEASANT POLICE DEPT.	482.	TARRANT CTY WORKFORCE DEV Bd	545.	WAXAHACHIE ISD
420.	MOUNT VERNON POLICE DEPT.	483.	TARRANT REGIONAL WATER DIST	546.	WEATHERFORD COLLEGE
421.	NACOGDOCHES COUNTY	484.	TAYLOR COUNTY	547.	WEATHERFORD ISD
422.	NAVARRO COUNTY	485.	TEMPLE COLLEGE	548.	WEBB CONSOLIDATED ISD
423.	NEVADA VOL. FIRE DEPT.	486.	TERRELL ISD	549.	WEST TEXAS A&M UNIVERSITY
424.	NEW CANEY ISD	487.	TEXARKANA ISD	550.	WESTMINSTER FIRE DEPT.
425.	NOLAN COUNTY	488.	TEXAS A&M UNIV AT COMMERCE	551.	WESTON VOLUNTEER FIRE DEPT
426.	NORMANGEE ISD	489.	TEXAS A&M UNIVERSITY-KINGSVILLE	552.	WHITE SETTLEMENT ISD
427.	NORTH CENTRAL TX CNCL OF GOVS	490.	TEXAS A& M UNIV.-TEXARKANA	553.	WILLIAMSON COUNTY
428.	NORTH TX MUNICIPAL WATER DIST	491.	TEXAS ALCOHOLIC BEVERAGE COMM.	554.	WILLIAMSON CNTY EMG SVCS DIST #3
429.	NORTH TEXAS TOLLWAY AUTH	492.	TEXAS DEPT. OF PARK/WILDLIFE	555.	WILSON COUNTY
430.	NORTHWEST ISD	493.	TEXAS DEPT. OF PUBLIC SAFETY	556.	WINKLER COUNTY
431.	NUECES COUNTY	494.	TX TECH UNIV HEALTH SCI CTR EL PASO	557.	WINNSBORO HOUSING AUTHORITY
432.	OCHILTREE COUNTY	495.	TEXAS WOMAN'S UNIVERSITY	558.	WINNSBORO ISD
433.	OLTON POLICE DEPARTMENT	496.	THE WOODLANDS TOWNSHIP	559.	WISE COUNTY
434.	ORANGE COUNTY	497.	TITUS COUNTY	560.	WOOD COUNTY
435.	ORANGE CNTY DRAINAGE DIST	498.	TML MULTIStI. INTERGOV....	561.	YMCA OF METROPOLITAN DALLAS
436.	PALO PINTO COUNTY	499.	TOM GREEN COUNTY	562.	YOUNG COUNTY
437.	PANOLA COUNTY	500.	TOWN OF ADDISON	563.	ZAPATA COUNTY
438.	PARADISE ISD	501.	TOWN OF ARGYLE		
439.	PARKER COUNTY	502.	TOWN OF BARTONVILLE		
440.	PARKER CNTY EMG SERV DISTRICT 1	503.	TOWN OF DOUBLE OAK		
441.	PARMER COUNTY	504.	TOWN OF EDGECLIFF VILLAGE		
442.	PASADENA ISD	505.	TOWN OF FAIRVIEW		
443.	PLANO ISD	506.	TOWN OF FLOWER MOUND		

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

5. MINIMUM INSURANCE REQUIREMENTS:

- A. Vendor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
- 1) Workers' Compensation/Employer's Liability
 - a. Worker's Compensation — statutory
 - b. Employer's Liability — \$500,000
 - 2) Commercial General Liability:
 - a. Bodily Injury/Personal Injury/Property Damage —
\$1,000,000 per occurrence/\$2,000,000 aggregate
 - 3) Auto Liability:
 - a. Combined Single Limit (CSL) — \$500,000 per occurrence
- B. Tarrant County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by Tarrant County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Vendor.
- C. Required Provisions:
- 1) Proof of Carriage of Insurance – All Certificates of Insurance will be required in duplicate and filed with the Tarrant County Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street, Suite 305, Fort Worth, Texas 76196 prior to work commencing.
 - 2) All Certificates shall provide Tarrant County with an unconditional thirty (30) days written notice in case of cancellation or any major change.
 - 3) As to all applicable coverage, policies shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.
 - 4) All copies of the Certificates of Insurance shall reference the project name and solicitation number for which the insurance is being supplied.
 - 5) Vendor agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.
 - 6) If applicable, the Vendor is responsible for making sure any subcontractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

6. CRIMINAL BACKGROUND CHECK:

- A. If this contract requires that Vendor personnel access Tarrant County Data (either on-site or remotely) or access secure areas of Tarrant County Facilities, then Vendor personnel may be required to undergo a fingerprint-based Criminal Justice Information Services (CJIS) Background Check, a Human Resources Criminal Background Check, or a Sheriff's Criminal Background Check. Criminal Background Checks will be paid for by Tarrant County.
1. The Vendor must provide information, including, but not limited to, employee name, date of birth, a clear copy of employee's driver's license, and a copy of employee's social security card for each individual required to pass a Criminal Background Check.
 2. Award of a contract could be affected by the Vendor's refusal to agree to these terms.
 3. Failure of the Vendor to supply personnel who pass a Criminal Background Check could affect the award of the contract or could result in the termination of the contract.
 4. The Criminal Background Check applies to the individual and not the Company.
 5. Passing status must be maintained by Vendor personnel for duration of the contract.

7. INFORMATION TECHNOLOGY HOSTED OR CLOUD SOLUTION:

- A. The following is only applicable when Vendor is providing Information Technology hosted or cloud solution:
1. **Confidentiality, Integrity, Availability (CIA)**
Vendor shall protect the Confidentiality, Integrity, and Availability (CIA) of all Tarrant County Data ensuring extra levels of security. All Tarrant County information must remain private and permit redaction of protected information before publication. Audit trails cannot be altered.
 2. **Breach Notification**
Vendor agrees that upon discovery of unauthorized access to Tarrant County Data, Vendor shall notify Tarrant County both orally and in writing. In no event shall the notification be made more than forty-eight (48) hours after Vendor knows or reasonably suspect unauthorized access has or may have occurred. In the event of a suspected unauthorized Access, Vendor agrees to reasonably coordinate with Tarrant County to investigate the occurrence.
 3. **Data**
All Tarrant County data will remain in the 48 contiguous United States at all times.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. **Right to Audit**

Tarrant County reserves the right to audit vendor data centers which house Tarrant County Data or receive SSAE 16 SOC Type II audits from a reputable security advisory service firm (e.g. EY, Deloitte, KPMG, PWC, Coalfire, etc.).

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Evaluation Criteria will include, but is not limited to the following:

1. Total Price
2. References
3. Bidder's past performance record with Tarrant County
4. Tarrant County's evaluation of Bidder's ability to perform
5. Special needs and requirements of Tarrant County
6. Interviews with respondents, if needed.

Quantities indicated on the Price Forms are estimates based upon the best available information. Tarrant County reserves the right to increase or decrease the quantities to meet its actual needs without any adjustments in the bid price.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

TECHNICAL SPECIFICATIONS

I. SCOPE OF WORK

- A. Tarrant County is seeking a vendor to provide armed and unarmed security guard services for requested Tarrant County site areas.

II. CURRENT SITES REQUESTING SECURITY GUARD SERVICES

- A. Tarrant County is currently requesting security guard services at the following locations:

1. Juror Parking (LaGrave Field)
300 NE 6th Street
Fort Worth, TX 76106
2. Family Law Center (Sheriff's Office Judicial Division)
200 W. Weatherford St.
Fort Worth, TX 76196
3. Tom Vandergriff Civil Courts Building (Sheriff's Office Judicial Division)
100 N. Calhoun St.
Fort Worth, TX 76196
4. Tarrant County Criminal Justice Building (Sheriff's Office Judicial Division)
200 W. Belknap St.
Fort Worth, TX 76196
5. 1895 Courthouse (Sheriff's Office Judicial Division)
100 W. Weatherford St.
Fort Worth, TX 76196
6. Tim Curry Criminal Justice Building (Sheriff's Office Judicial Division)
401 W. Belknap St.
Fort Worth, TX 76196
7. Sheriff's Office Det. John Peter Smith Hospital and Various Clinic Locations including, but not limited to, the following addresses:
1500 S. Main St
Fort Worth, TX 76104

1575 S. Main St.
Fort Worth, TX 76104

1400 S. Main St.
Fort Worth, TX 76104

1450 8th Ave.
Fort Worth, TX 76104

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1201 S. Main St.
Fort Worth, TX 76104

1350 S. Main St.
Fort Worth, TX 76104

710 W. Leuda St.
Fort Worth, TX 76104

Baker Orthotics & Prosthetics
810 Lipscomb St.
Fort Worth, TX 76104

Touchstone Imaging
1263 W. Rosedale
Fort Worth, TX 76104
4400 New York Ave,
Arlington, TX, 76018

8. Resource Connection Campus (This campus consists of sixteen (16) buildings (including an Aquatics Center), 280 acres (including a Wilderness Area) and fifteen (15) parking lots.
1100 – 2500 Circle Dr and 5000 - 5051 Resource Dr.
Fort Worth, TX 76119
9. Dr. Marion J. Brooks Public Health Building
1101 S. Main St.
Fort Worth, TX 76104

B. Tarrant County encourages Bidders to visit each site prior to submission of bid.

III. MINIMUM WAGE RATES

- A. The successful vendor will be awarded a one (1) year contract, effective from notice to proceed as determined by Tarrant County Purchasing. At Tarrant County's option and approval by Commissioners Court, the contract may be renewed for one (1) additional one (1) year period, as further explained in Renewal Options. (See Special Terms and Conditions.) Prices must remain firm for the initial one (1) year contract period. For the renewal year, Tarrant County may consider an increase in the minimum wage rate that the Vendor is required to pay their employees. If Tarrant County determines that an increase in the minimum wage rate is allowable, then the County may consider an increase in the total labor rate per hour billed to Tarrant County up to the percentage of the minimum wage increase. If Tarrant County determines that no increase in minimum wage is required for the renewal option period, then prices must remain firm for the renewal option.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

- B. Tarrant County will contact the vendor prior to the expiration of the first contract period to notify them of any increase in the required minimum wage rate for the Vendor's employees. The Vendor will then have ten (10) days to respond in writing with a revised summary of labor cost per hour to be billed to Tarrant County. If the new hourly labor rate is acceptable to Tarrant County, the County will proceed with the renewal option.
- C. If the Federal Government increases the Federal Minimum Wage at any time during the term of this contract, the Vendor may request that Tarrant County consider an increase in the total labor rate per hour billed to Tarrant County up to the percentage of the Federally mandated minimum wage increase.

IV. SECURITY GUARD DUTIES – ALL SITES

- A. All security guards shall observe all regulations in effect at Tarrant County facility. While on Tarrant County property security guards shall be subject to control by Tarrant County, however, under no circumstances shall security guards be deemed to be employees of Tarrant County. Security guards shall not represent themselves as employees of Tarrant County.
- B. Security guards shall be required to perform a variety of tasks dealing with the safety and security of Tarrant County patrons, employees, and property. Such tasks may include, but are not limited to the following:
 - 1. Building checks
 - 2. Locking and unlocking facilities
 - 3. Writing reports
 - 4. Controlling entry to site areas
 - 5. Monitoring site areas
 - 6. Responding to emergencies
 - 7. Checking identification
 - 8. First Aid/First Responder
 - 9. Discouraging violations including, but not limited to:
 - a. Vagrancy
 - b. Disruptiveness
 - c. Violence
 - d. Unauthorized sales and advertising
 - e. Vandalism
- C. Security guards shall be required to maintain the security and integrity of the site with a constant focus on community/customer relations.
- D. Security guards shall be required to call for local law enforcing assistance prior to investigation of actual or indicated violations at site areas.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

- E. Security guards shall be required to cooperate with local police, state police, and personnel of Tarrant County who have proof of identification and validity of purpose.
- F. Security guards shall be required to be visible and accessible to the public for purposes of providing information to the public and obvious security presence at the site area to give the public confidence in the safety of the area.
- G. Security guards shall be required to receive, document, and store found articles during the execution of services under this agreement. Security guards shall turn in found articles at Tarrant County designated place at the conclusion of the security guard's shift.
- H. Security guards shall not have family, friends or other visitors accompany them to, or visit them at any site area while performing services under this agreement.
- I. Security guards shall be required to perform services with their full attention and shall not have personal devices or materials during their shift that might distract from the performance of services.

V. ADDITIONAL SECURITY GUARD DUTIES – JURY PARKING (LaGrave Field)

- A. In addition to all other required specifications, vendor must provide security guard services to the Jury Parking site area that adheres to the specifications listed in this section.
- B. Vendor must provide a single, unarmed security guard, with marked vehicle, to monitor Jury Parking site area on requested days when citizens have been summoned for Tarrant County for jury duty.
- C. Vendor must provide a single, unarmed security guard with marked vehicle on requested days from 6:00 a.m. to 6:00 p.m.
- D. Tarrant County Jury Services will provide a calendar of requested days for services.
- E. During the calendar year 2022, security guard services were requested on one-hundred seventy-six (176) days for the Jury Parking site area.
- F. Security guards at the Jury Parking site area shall deter loitering and suspicious activity at the Jury Parking site area.
- G. Security guards for the Jury Parking site area shall deter damage or theft of summoned citizen property.
- H. In the event initial deterrence activity fails, security guards at the Jury Paring site area shall contact the Tarrant County Sheriff's office to assist in removing unwelcome individuals. During emergencies, security guards at the Jury Parking site area shall contact 911 or emergency services. After initial contacts have been made during emergencies or situations requiring a call to Tarrant County Sheriff's Department, security guards at the Jury Parking site area shall contact Tarrant County Jury Services to communicate the details of the event.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

- I. Security guards for Jury Parking site area must park in a visible area near summoned citizen vehicles during their shift.
- J. Security guards for Jury Parking site area shall conduct an on-foot patrol around the perimeter of the Jury Parking site area. Foot patrols must be conducted once during the morning hours (6:00 a.m. – 12:00 p.m.), and once in the afternoon hours (12:00 p.m. – 6:00 p.m.) at a minimum.
- K. There are no bathroom facilities currently located at the Jury Parking site area. Additional coverage during breaks at the Jury Parking Site Area is not requested, however guards are to keep breaks reasonably short.
- L. Security guards at the Jury Parking site area must take breaks in a way that does not form a pattern from shift to shift. Vendors shall not bill Tarrant County for security guard time spent on breaks.

VI. ADDITIONAL SECURITY GUARD DUTIES – TARRANT COUNTY SHERIFF’S OFFICE (TCSO) LOCATIONS

- A. In addition to all other required specifications, vendor must provide security guard services for the Sheriff’s Office that adhere to the specifications listed in this section.
- B. Security Guards are required to generate and submit reports to TCSO supervision as instructed.
- C. Security Guards must abide by all Tarrant County Sheriff’s Office Standard Operating Procedures (SOPs).
- D. Judicial Division (Unarmed Security Guards):
 - 1. Vendor shall provide unarmed security guards at the locations listed below:
 - a. Tim Curry Criminal Justice Center, 401 Belknap, Fort Worth, TX 76196 – Four (4) guards (3 working alongside Sheriff’s Deputies at entrances, and 1 at the Judge’s garage)
 - b. Tarrant County Criminal Justice Building, Community Supervision and Corrections (CSCD) 200 W. Belknap St., Fort Worth, TX 76196 – One (1) guard (1 working alongside Sheriff’s Deputies at entrance)
 - c. 1895 Courthouse, 100 W. Weatherford St., Fort Worth, TX 76196 – Two (2) guards (2 working alongside Sheriff’s Deputies at entrance)
 - d. Family Law Center, 200 E. Weatherford St., Fort Worth, TX 76196 North Three (3) guards (2 working alongside Sheriff’s Deputies at entrances, and 1 at the Judge’s garage)
 - e. Tom Vandergriff Civil Courts Building, 100 N. Calhoun St., Fort Worth, TX 76196 – Two (2) guards (1 working alongside Sheriff’s Deputies at entrances, and 1 at the Judge’s garage)
 - f. Tarrant County Juvenile Services, 2701 Kimbo Rd., Fort Worth, TX 76111 – Two (2) guards (2 working alongside Sheriff’s Deputies at entrances)
 - 2. Hours are Monday – Friday from 8:00 am to 5:00 pm (excluding County holidays).

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3. Tarrant County observes thirteen (13) holidays per year. These holidays are:
 - New Year's Day
 - Martin Luther King Jr. Day
 - President's Day
 - Cesar Chavez Day
 - Good Friday
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving Day
 - Christmas Eve
 - Christmas Day
 4. Security guards for the Sheriff's Office Judicial Division will work alongside Sheriff's Deputies to screen persons entering the buildings. At the judges' garages, security guards will work alone, ensuring that no unauthorized vehicles or persons follow the judges into the garages. Handheld radios, provided and owned by the Sheriff's Office, will be used for some of the positions.
 5. Security guards shall de-escalate situations involving disruptive visitors.
 6. Parking cost is the responsibility of the Security Guard.
- E. Detention Division (Unarmed and Armed Security Guards):
1. The Tarrant County Sheriff's Office manages a wing in the John Peter Smith (JPS) Hospital with eight (8) dedicated beds for inmates of the Tarrant County Detention Bureau. Additionally, inmates are housed in areas outside of the hospital wing and at other hospitals other than JPS. The hospital wing is referred to as the Inmate Patient Area (IPA) and reports under the Tarrant County Corrections Center (TCCC) Housing Services Division. The staffing needs of IPA, clinics, and inmates housed outside of IPA fluctuate daily and are re-evaluated for manpower needs during each shift on a 24-hour basis. The Sheriff's Office is also responsible for transporting inmates to and from medical clinic appointments throughout the metroplex.
 2. Security guards working with inmates must complete a Prison Rape Elimination Act (PREA) training class which is administered by Sheriff's Office.
 3. Vendor must submit a weekly list of current security guards scheduled to work at IPA to the Sheriff's Office.
 4. **Unarmed Security Guards Inside the IPA:** Inmates guarded inside the IPA will be staffed by unarmed guards. Tarrant County Corrections Center (TCCC) would continue to staff the IPA with a Detention Supervisor to

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provide oversight and direction as needed. The IPA at JPS is 24 hours per day, 7 days per week, 365 days per year.

5. **Armed Security Guards Outside the IPA:** Inmates transported to clinics will be staffed by one armed Tarrant County Sheriff's Office (TCSO) officer and one (1) armed security guard. Any inmate transportation in Tarrant County vehicles will be done by Tarrant County employees. At no time will a contracted security guard be permitted to operate a County vehicle. In 2022, an average of seven (7) inmates per day were housed in areas outside of IPA. These inmates often require staffing levels that are greater than 1:1; an average of eight (8) clinic appointments per day were conducted. The clinic appointments are scheduled Monday – Friday from 7:00 am – 5:00 pm. And Saturday and Sunday from 7:00 am – 3:00 pm.
6. **Equipment**
 - a. **Personal Protective Equipment (PPE)**
 - i. All security guards shall adhere to the most current PPE requirements set forth by JPS or other medical facility.
 - b. **Radio** – When possible, TCSO radios will be made available for security guards on clinic appointments. The radio shall be properly signed out and returned at the end of shift. At no time will a security guard be permitted to take any TCSO equipment home with them.
 - c. **Restraints** – Only TCSO restraints shall be used on inmates.
 - d. **Post Orders** – Every security guard shall carry a copy of the most current post orders on their person during inmate escorts or while providing security for an inmate inside/outside IPA.
 - e. **Inmate Paperwork** – TCSO staff will provide security guards with all required paperwork for clinic appointments; paperwork will be returned to TCSO staff upon inmate returning to the jail.
7. **Security Guard Orientation**
 - a. All security guards shall complete an orientation training provided by the TCSO.
 - b. Security guard orientation will cover the Prison Rape Elimination Act (PREA) and operational duties outlined in the Post Order.
 - c. Security guards shall “shadow” TCSO staff at IPA/Hospital/Clinic Appointments for training purposes; a maximum of 2 security guards can “shadow” 1 TCSO employee at a single time.
8. **Parking**
 - a. Parking cost is the responsibility of the Security Guard.
9. **Deputy/Officer/Security Guard Post Orders**
 - a. Upon arriving at hospital guard assignment, Security Guard will confirm the identity of the inmate by reviewing the inmate's mugshot

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inside the folder and confirm the inmate is adequately restrained by checking the security of the restraints. (Exception is pregnant female inmates). At this time, the condition of the restraints should be examined. Restraints found to be defective, damaged, or in otherwise poor working condition must be immediately reported to the jail hospital supervisor for replacement.

- b. Acquire activity log from the Deputy/Officer/Guard being relied and continue to document relevant activity and log entries every 15 minutes. Inmates who have been identified as at risk of committing suicide (Suicide Precaution / SPC inmates) shall have log entries made at no more than 10-minute intervals.
 - c. Security guard must pay close attention to items provided to inmate by hospital staff.
 - d. Hospital staff is only permitted to provide medical care to inmate patients in TCSO custody. Candy, food not prepared by the hospital (fast food, restaurant meals), writing utensils, cell phones, soda cans, etc. are not permitted to be given to any inmate by medical or TCSO staff. If the security guard observes an inmate being given contraband, the security guard shall immediately attempt to retrieve the contraband and notify the jail hospital supervisor.
 - e. Relief Required
 - i. At no time shall security guard abandon their post or leave an inmate unsupervised.
10. Written Reports
- a. Written reports to document all major incidents (use of force, medical emergency, etc.) shall be generated and copy forwarded to the TCCC Lieutenant or on duty supervisor through the IPA Sergeant.
 - b. All reports will be completed and submitted before departing.
 - c. No reports shall be released to the family, media, or other non-TCSO areas. All requests for reports shall be directed to the on-duty commander.
 - d. All media requests shall be directed to the on-duty commander.
11. Restraint
- a. Only TCSO restraints will be used on inmates.
 - b. Restraints for Pregnant Inmates
 - i. Restraints shall not be applied to the wrists or legs of a pregnant inmate who is in labor, delivery, being transported to a medical facility, or recovering from delivery unless a supervisor has determined the application of restraints is necessary to ensure the safety and security of the inmate, the

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infant, Sheriff's Office personnel, medical staff, or the public, or to prevent a substantial risk that the inmate will attempt to escape.

- ii. If a determination to use restraints on a pregnant inmate is made, the type of restraints used and the way the restraints are used must be the least restrictive available under the circumstances to ensure the safety and security or to prevent escape.
 - iii. Immediate notification to TCSO supervision is required if restraints are used or requested for use on a pregnant inmate.
 - c. Use of Restraints
 - i. Once an inmate is out of surgery, or has completed a stress test or MRI, the appropriate restraints shall be replaced as determined by medical necessity.
 - ii. A minimum of one restraint device shall be placed on the inmate unless approved otherwise by supervisory personnel.
 - iii. There are non-metal restraints available in the IPA for procedures such as MRI. Non-metal strap restraints, soft restraints and zip ties will be provided by the jail hospital supervisor. There will be demonstrations of how to properly and safely utilize and apply these restraints.
- 12. Hospital Visits from Family/Friends
 - a. Inmates housed at JPS may receive a visit from immediate family members by following the process outlined below (If hospital pandemic rules permit visits):
 - i. Visitors must first obtain a visitation pass, acquired at the TCCC lobby located at 100 N. Lamar, and present the pass (visitors are not permitted to arrive at the hospital unannounced demanding to visit with a family member or significant other)
 - ii. Visitation will be limited to thirty (30) minutes with no more than three (3) visitors in the room at any one time.
 - iii. Visitors are not permitted to make physical contact with the inmate.
 - iv. Visitors are not permitted to have cell phones, purses, or bags with them while visiting inmates at the hospital.
 - b. If there is a security violation, security guard shall address the violation immediately and notify the jail hospital supervisor.
- 13. Inmate Patient Area (IPA)
 - a. The IPA is a location provided by the JPS Hospital District for the

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TCSO. This location allows Hospital Officers to safely supervise multiple inmates. Consider the IPA an extension of the jail and firearms are not permitted inside the IPA. There are gun lockers immediately outside of the IPA to secure firearms. Any deputy certified and authorized to carry a Taser by their respective division is permitted to carry this device inside of the IPA.

14. Secure Area
 - a. The IPA is a secure area with restricted public access. Only authorized personnel are permitted entry. If bed space is available, the IPA may also be utilized by other law enforcement agencies.
 - b. The use of phones, computers, or other electronic equipment for purposes other than those related to the safety and security of inmates is strictly prohibited.
15. Inmate to Officer Ratio
 - a. When one or two inmates are in the IPA, there will be a one-to-one officer/inmate ratio as inmates are often relocated and/or require an escort to other hospital areas without advance notice. When three to eight inmates are in the IPA, there may be a one-to-four guard/inmate ratio.
 - b. At no time, shall inmates be left alone in IPA without Deputy/Officer/Guard/Supervisor supervision.
16. Documented Observation Checks
 - a. Observation checks for all inmates assigned inside IPA, outside IPA, and while at a clinic appointment, shall be conducted and documented at least every 10 minutes.
17. Lunch Breaks
 - a. IPA Hospital Deputy/Officer/ Guard may take lunch breaks without relief, providing a one-to-four Deputy/Officer/Guard inmate ratio is maintained.
 - b. At no time will inmates remain in IPA without at least one officer being present.
18. Escort Required
 - a. Inmates may not be removed from the IPA without a Deputy/Officer/Guard escort.
 - b. At no time shall an inmate be left unsupervised.
19. Inmate in Critical or Life-Threatening Condition
 - a. Immediate notification to TCSO supervision shall be made if an inmate is deemed to be in critical or life-threatening condition.

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- b. TCSO supervision will initiate proper notification and coordinate with the on-duty commander to determine if inmate supervision will be replaced by TCSO staff or continue with a security guard.
- 20. Surgery
 - a. Inmates undergoing surgery shall have the restraints removed as soon as the inmate is fully sedated. At JPS, surgery rooms have observation windows providing the assigned Deputy/Officer/ Guard the ability to view the inmate from outside the surgery room. It is permissible for the assigned Deputy/Officer to remain in constant observation of the inmate from outside the surgery room utilizing an observation window.
 - b. Inmate shall remain under constant and direct observation.
 - c. Deputy/Officer/Guard shall position themselves in such a manner as to be able to keep all Operating Room exits under constant observation during the inmate's surgery, which may require the Deputy/Officer/ Guard to wear protective hospital clothing if required by medical staff.
- 21. Unusual Risk
 - a. If the Deputy/Officer/ Guard determines the inmate poses any other unusual risk, he or she may:
 - i. Request that the Hospital Police or Security assist as back up.
 - ii. Call a supervisor to respond with additional Deputy/Officer/ Guard to prevent or control a potential security breach.
- 22. Restrictions on Specific Inmates
 - a. Pregnant TCSO inmates shall only be escorted, watched in areas outside of IPA, and taken to/from clinics by TCSO officers.
 - b. TCSO Supervision shall make a determination to restrict any inmate in critical condition or known to be, or actively being, aggressive to "TCSO Only Escort Restrictions."
- 23. Medical Override
 - a. Except in life threatening circumstances, no doctor or medical staff can override the restraint or security policies and procedures of the TCSO without the authorization of Sheriff's Department supervisory personnel.
- 24. Refusal
 - a. Inmates may not refuse medical services to non-medical staff.
 - b. If an inmate wants to refuse medical services, they must refuse directly to medical personnel.

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- c. If an inmate threatens to become combative or assaultive, medical staff shall be requested to report the inmate to document their refusal.
- d. No TCSO or security guard is expected to unnecessarily engage in force to escort an inmate to medical for purposes of documenting their refusal of medical services.

VII. ADDITIONAL SECURITY GUARD DUTIES – RESOURCE CONNECTION

- A. In addition to all other required specifications, vendors must provide security guard services to Resource Connection site area that adhere to the specifications listed in this section.
- B. All security guards at the Resource Connection site area must check-in and check-out of their shift at Building 1100 and must sign-in and use the timecard to clock-in and clock-out at Building 1100 location.
- C. All security guards at the Resource Connection site area shall maintain order at the Resource Connection site area.
- D. All security guards at the Resource Connection site area shall de-escalate situations involving disruptive individuals at the Resource Connection site area.
- E. All security guards at the Resource Connection site area shall deter damage to property at the Resource Connection site area.
- F. In the event initial deterrence or de-escalation activity fails, security guards at the Resource Connection site area shall contact 911 or emergency services. After initial contacts have been made during emergencies, security guards performing services under this agreement at the Resource Connection site area shall contact Resource Connection Administration to communicate the details of the event.
- G. All security guards at the Resource Connection site area shall not offer rides to anyone.
- H. Patrolling Security Guards
 - 1. Vendor must provide a single, unarmed security guard, with 4-wheel drive vehicle, around the clock, 24/7/365 for patrol at the Resource Connection site area. Guards must be approved by the Resource Connection prior to being scheduled to work on the campus. The vendor must provide the candidate's valid TX Driver's License (front and back), valid Private Security Registration (front and back), last four (4) digits of Social Security number, copy of DD214 (if needed), and valid TX License to Carry Firearm (front and back) if applicable. Updated guard documents must be provided annually. Security Guard clearance requests can take 3-5 business days to process
 - 2. Patrolling Security Guards must complete a detailed Daily Activity Report (DARs) for every shift that includes: Officer's name(s), incoming and outgoing, date, time, equipment check confirmation, and pass down instructions/notes; Documentation of any encounters involving another person on campus (including all incoming and outgoing phone calls; Documentation of building/door checks (including the time, location, door

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- malfunctions, or items of note); Documentation of campus patrols and wilderness/fence line checks.
3. Vendors must provide a single, unarmed security guard, with golf cart for patrol at the Resource Connection site area UPON REQUEST. Tarrant County Resource Connection is exploring if this position is necessary for their security needs. Bidders are to provide pricing. Tarrant County will attempt to schedule with the Vendor two (2) weeks in advance of the start of requested services.
 4. All patrolling security guards at the Resource Connection site area must respond immediately to Resource Connection tenant calls for assistance and document all incoming and outgoing calls.
 5. When not performing specific duties (e.g. door checks, specified posts), all patrolling security guards at the Resource Connection site area must patrol the entire Resource Connection site area. Patrols must follow the following specifications at a minimum:
 - a. Driving up to each building on the Resource Connection Campus
 - b. Driving through each parking area on the Resource Connection Campus
 - c. Driving through the Resource Connection Wilderness area
 - d. Include occasional stationary postings that do not last more than thirty (30) minutes
 - e. Ensure that driving circuits, stationary postings, and interior visits do not conform to a discernable pattern from patrol to patrol
 6. All patrolling security guards at the Resource Connection site area must give special attention during patrols to the following locations:
 - a. Community Services Corrections Division of Tarrant County is Building 1500
 - b. Facilities Management of Tarrant County in and around Buildings 5040 and 5051
 - c. My Health My Resource of Tarrant County in Buildings 1200, 1300, 5000 and 5020
 7. All patrolling security guards in vehicles at the Resource Connection site area must park in and monitor the JPS Clinic Parking lot (Building 2500) when the clinic closes between the hours of 8:00 p.m. and 8:30 p.m.
 8. All patrolling security guards at the Resource Connection site area must give special attention during patrols to the following locations on Saturdays and Sundays:
 - a. Conference Center in Building 2300
 - b. Community Garden near Building 1801

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- c. Tarrant County Facility Management Warehouse/Equipment in and near Building 5051.
- 9. All patrolling security guards at the Resource Connection site area must unlock and lock doors, windows, and gates using the following schedule.
 - a. Conduct exterior door check at all buildings between the hours 8:30 p.m. and 10:00 p.m. every day.
 - 1) If a door is found to be unlocked, shut and lock the door
 - 2) If an unlocked door cannot be locked, immediately contact Tarrant County Facilities, and inform them of the location of any unsecured door
 - 3) Exterior door checks and status must be included in officer's daily activity report.
 - b. Check all exterior windows at all buildings between the hours of 2:00 a.m. and 4:00 a.m. for tampering or damage
 - 1) Report any window tampering or damage immediately to Tarrant County Facilities
 - c. Unlock back gate at 5:00 a.m., Monday – Friday
 - d. Lock back gate at 7:00 p.m., Monday – Friday
- 10. All patrolling security guards at the Resource Connection site area shall allow access to the Resource Connection Wilderness Area to the following groups:
 - a. Audubon Society
 - b. Botanical Research Institute of Texas
 - c. Fort Worth Nature Center & Refuge
 - d. Fort Worth Pollinator Ambassadors
 - e. Lepidopterist Society
 - f. Mayor's Monarch Groups
 - g. Native Plant Society of Texas
 - h. Native Prairie Associations of Texas
 - i. Texas Master Gardeners
 - j. Texas Master Naturalist
 - k. Texas Parks & Wildlife
 - l. The Great Seed Bomb
 - m. Other groups specifically identified on the activities calendar or noted in the pass down notes from previous shifts.

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11. Resource Connection will provide patrolling security guards at the Resource Connection site area with a mobile phone. Mobile phone provided by Resource Connection is to be used for business purposes only at all times. Vendor shall be responsible for the cost of charges generated from unauthorized use of Resource Connection provided mobile phone by vendor representatives and employees. Tarrant County will only provide a single mobile phone that must be shared between multiple guards working during the same shift at the Resource Connection site area. The mobile phone will have a tracking app installed on it to help Tarrant County know the guard's location at all times.
12. Vendor must replace any mobile phone that is lost or damaged by vendor representatives or employees. Replacement mobile phones must be provided by the vendor at no additional cost to Tarrant County. Replacement mobile phones must be provided within three (3) days from the date of discovery of mobile phone damage or loss. Replacement mobile phones must be approved by Tarrant County.
13. The Resource Connection may purchase a Guard Tour System for the campus that guards will be required to utilize. It will require guards to check-in at various sites across the campus at predefined time intervals.

I. Special Events as Needed

1. Tenants at the Resource Connection site area hold events throughout the year and occasionally required additional security guard services. Additional services are typically requests for an unarmed guard on foot.
2. All patrolling security guards at the Resource Connection site area must follow pass down instructions from the Resource Connection administration for any meetings or events on campus.
3. Resource Connection administration will attempt to contact vendor at least two (2) weeks ahead of event dates to schedule additional guard services with the Vendor.
4. Resource Connection administration will attempt to schedule a minimum of four (4) hours of security guard service for each event.

VIII. ADDITIONAL SECURITY GUARD DUTIES – DR. MARION J. BROOKS PUBLIC HEALTH BUILDING

- A. Hours are Monday – Friday from 6:15 a.m. – 8:30 p.m. and one Saturday per month from 7:00 a.m. – 5:00 p.m., excluding County holidays.
 1. Tarrant County observes thirteen (13) holidays per year. These holidays are:
 - New Year's Day
 - Martin Luther King Jr. Day
 - President's Day
 - Cesar Chavez Day
 - Good Friday

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- Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving Day
 - Christmas Eve
 - Christmas Day
- B. This location will require two (2) unarmed guards with a vehicle Monday – Friday and one (1) unarmed guard with vehicle on Saturday (one per month).
- C. The guards assigned to this post are required to perform the following duties.
1. Provide a presence both vehicular and on foot. The officer is to patrol the campus and along the property line to make sure the fencing behind the property is secure and that no access to the fleet storage has been gained.
 2. The officer is to walk the inside of building 1101 S. Main St. checking stairwells and locations that individuals could prop doors open.
 3. Officer is to assist with defusing any incidents with customers and patients in the building.
 4. If officer is unable to handle the situation, they are to contact Tarrant County Sheriff's Office or Fort Worth Police Department.
 5. Officer is to observe the video system at the front counter, watching for any abnormal activities.
 6. Officer is to discourage anyone from loitering or camping on the property.
 7. Officer is to assist with escorting employees to their vehicles when necessary.
 8. All other duties as listed in Section IV.

IX. SECURITY GUARD MINIMUM REQUIRED QUALIFICATIONS

- A. Security guards performing services under this agreement must be licensed as a Security Guard by the State of Texas. Security guards that are armed must have a Commissioned Security Guard License from the State of Texas. Security guards that include having a firearm must possess a current, valid State of Texas Level III Security Guard License to Carry Firearms. Security guards performing services under this agreement that include having a firearm must provide proof of license to Tarrant County before they begin work under this agreement.
- B. Security guards shall have one (1) year of experience in security, law enforcement, military, or related industry.
- C. Security guards with prior military service must have been released from service under honorable or general conditions.
- D. Security guards shall be able to speak, read, write, and understand English.
- E. Security guards must be a minimum of twenty-one (21) years of age.
- F. Security guards must be legal residents of the United States of America.

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- G. Security guards that include driving a vehicle must possess a current, valid State of Texas Driver's License. Security guards that include driving a vehicle must provide proof of license to Tarrant County before they begin work under this agreement.
- H. Vendors shall assure that security guards are in good health and free of physical handicaps or impairments that would interfere with the performance of duties. Vendors are not required to provide documentation proving Physical Health to Tarrant County.
- I. Security guards must be trained and experienced in performing the following:
 - 1. Meeting and interacting with the public
 - 2. Enforcing order
 - 3. Curbing violent behavior
 - 4. Protecting residents, visitors, and employees from bodily injury or harassment
 - 5. Preventing theft and damage to property
 - 6. Search and seizure
 - 7. Handcuffing
 - 8. De-escalation
 - 9. Observation
 - 10. Reporting
 - 11. First Aid
- J. Security guards must be trained and knowledgeable in the following:
 - 1. Local, State, and Federal Laws that pertain to their duties
 - 2. Special Populations Sensitivity
 - 3. Cultural Diversity
 - 4. Maintaining poise and self-control under stress
- K. In addition to being subject to standard background checks as required in this bid, security guards shall UNDER NO CIRCUMSTANCES HAVE ANY CONVICTIONS OR PENDING HEARING PERTAINING TO HARM TO CHILDREN OR ELDERLY.

X. VENDOR PROVIDED EQUIPMENT REQUIREMENTS

- A. Vendor shall provide security guards proper and suitable uniforms.
- B. Security guards must have uniforms that conform at a minimum to the following criteria:
 - 1. Law Enforcement style
 - 2. Visible Vendor insignia

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- C. Vendors must obtain approval from Tarrant County as to the style, type, color and dress code standards for security guards before work begins or if there is a change in previously Tarrant County approved uniforms.
- D. Vendors shall provide security guards winter jackets and rain gear marked with company's insignia for cold and inclement weather.
- E. Vendors shall be responsible for the maintenance of uniforms to the satisfaction of Tarrant County.
- F. Vendors shall supply all security guards with an identification card that contains, at a minimum, the employee's name and vendor insignia. Identification cards are to be visibly worn at all times by all security guards at a Tarrant County site area.
- G. Vendors shall supply security guards with a working communication device (e.g. phone or radio) to contact local law enforcement as needed.
- H. Vendors shall supply security guards with materials for the creation of reports.
- I. Vendor shall supply security guards with handcuffs and flashlight.
- J. Vendor shall provide any materials needed to receive, document, and store found articles.
- K. Security guards shall not be permitted to provide for themselves unauthorized equipment such as additional weapons or chemical agents.
- L. Vendors shall supply security guards with a working vehicle for security guards performing services that require a vehicle.
- M. Vendors shall supply security guards with vehicles that conform, at a minimum, to the following specification:
 - 1. Prominent vendor insignia that is 10 inches by ten 10 inches on both the driver and passenger side of the vehicle.
 - 2. Prominent vendor insignia on both the hood and rear of the vehicle
 - 3. Up to date State of Texas Inspection
 - 4. Up to date State of Texas Registration
- N. Vendors shall supply security guards with a working golf cart (or like vehicle) for security guards performing services that require a golf cart.
- O. Vendors shall replace any vehicle or golf cart that is found to be inoperable within (12) twelve hours. Vendors shall remove any inoperable vendor vehicle from Tarrant County property within (12) hours.
- P. Vendors shall be solely responsible for the maintenance of vehicles and golf carts used in the performing of services under this agreement.
- Q. Vendors shall maintain uniforms, badges, vehicles and any other Vendor provided Equipment in a state of cleanliness to the satisfaction of Tarrant County.

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XI. PERSONNEL MANAGEMENT REQUIREMENTS

- A. Personnel provided by the Vendor shall be considered employees of the Vendor and shall not for any purpose be considered employees of Tarrant County. Vendor shall be responsible for payment of salaries, including withholding taxes, unemployment insurance, worker's compensation, Social Security, benefits, and the like as required by law.
- B. Vendors shall be required to render full and complete management services for their employees while on duty. Tarrant County will not be able to assist with such services as provision or storage of rain gear, issuing pay checks, or with any other management activities.
- C. Vendors shall provide an individual(s) to be a designated supervisor(s) of all security guards providing services under this agreement at no additional cost to Tarrant County. The Vendor Supervisor(s) must speak, read, write and understand English.
- D. All Bidders should provide, with their bid submission the name, email address, and telephone number of the Vendor Supervisor(s) assigned to Tarrant County facilities. Vendor Supervisors shall have complete authority to act for the company during the term of this agreement. Security guards performing security services under the terms of this agreement shall not perform or be assigned the duties of a Vendor Supervisor.
- E. Vendor Supervisor(s) shall provide a level of supervision that will ensure that employees:
 - 1. Are properly trained as set forth in the officer requirements section of the specifications and are able to perform all duties as required.
 - 2. Are always properly uniformed and present a neat appearance with the company's insignia displayed on outer garments including, but not limited to, shirt, jacket and hat (if used).
 - 3. Maintain a continued state of proper training.
 - 4. Possess any necessary permits and required documents.
 - 5. Are punctual and cover their entire shift.
- F. Vendor Supervisors shall make random, unannounced inspections of various shifts. Vendor's Supervisors must make a random, unannounced inspection once a month at a minimum. These visits must take place at all site areas where the vendor is providing services. Vendors must provide documentation of these visits to be submitted with monthly invoices.
- G. Vendor assumes full responsibility for the actions of their personnel while performing services under this agreement and are solely responsible for their supervision and control. If for any reason Tarrant County determines that any employees of the vendor have failed to perform their duties, vendors must take immediate action as deemed necessary by Tarrant County. Vendor shall be responsible for all employee discipline and termination. Failure to resolve such

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matters to the satisfaction of Tarrant County may result in termination of agreement.

- H. Vendor shall, upon request by Tarrant County, remove any employee(s) who, in the opinion of Tarrant County, have exhibited improper conduct, are not qualified to perform work duties, or are not needed to perform the work assigned to them. Examples of improper conduct are, but not limited to the following: (1) Insobriety, (2) Sleeping on the job, (3) Insubordination, (4) Tardiness, (5) Substandard performance. The Tarrant County Purchasing Agent or his representatives are empowered to have the Vendor replace offending employees immediately.
- I. Vendor shall be required to maintain a list of employees assigned to each facility along with a schedule of when the employee is to work.
- J. Vendor shall provide weekly schedules to each facility detailing the names of the employee(s) assigned and times each employee is schedule to work. Vendors are to immediately provide an updated schedule to affected facilities whenever a schedule change is made.
- K. Vendors shall provide to Tarrant County the following required documents before an employee begins work at a Tarrant County facility. These documents are to include:
 - 1. Copy of valid TX Driver's License, front and back.
 - 2. Copy of valid Private Security Registration, front and back.
 - 3. Last four digits of Social Security Number.
 - 4. Copy of DD214 (if needed).
 - 5. Copy of valid TX License to Carry Firearm, front and back (if needed).
- L. Vendor is responsible for ensuring employees are on time at designated site areas. Vendors are to immediately notify any affected facility if an employee will be late or missing from their scheduled work time.
- M. Vendor shall supply trained substitutes in case of absence of regularly scheduled employee. Vendor shall not to bill Tarrant County for hours not worked in the event there are gaps in service due to absent or tardy employees.
- N. Vendor is solely responsible for scheduling personnel so as not to encounter overtime. However, upon written request and approval, Tarrant County may request the awarded vendor to provide security guard services for additional hours exceeding a forty (40) hour work week. Overtime hours must be approved in writing by the County's representative of the department prior to the commencement of overtime work. There is a separate line item on the Price Forms for your billable hourly rate for approved overtime. **Tarrant County will not pay for overtime that was not requested and approved in writing.** Locations that require 24/7/365 services will not approve overtime to cover shifts due to the vendor's failure to provide relief for officers not showing up for a shift. If the vendor schedules a security guard to work overtime without prior written Tarrant County approval, then the cost of the overtime will be the responsibility of the vendor and will not be

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- billable to Tarrant County.
- O. Tarrant County will not pay time and half for hours worked on holidays.
 - P. Vendor is solely responsible for adhering to all applicable labor laws regarding employee breaks for their employees. Vendor shall not to bill Tarrant County for employee breaks (meal or otherwise).
 - Q. Vendor shall submit monthly invoices on the first day of each month during the terms of this agreement. Vendor shall provide invoices detailing dates and hours worked.
 - R. Vendor is responsible for compliance with all Federal and State employment laws, rules, regulations, and mandates to include provisions for employee's unemployment Tax, FICA, Medical Tax, and including the Affordable Care Act under Federal regulations.
 - S. Vendor is responsible for turning in to a designated place all articles found by their employees in or near the premises. Vendor is to receive, document, and store found articles during the execution of services under this agreement. Vendor is to provide any materials needed to receive, document, and store found articles.
 - T. Vendor shall provide all proper safeguards and will assume all risks in performing the work for which it is responsible. Tarrant County does not guarantee police protection and will not be liable for any loss or damage sustained by Vendor.
 - U. Vendor is to solely perform all services in this agreement. Vendor shall not subcontract any services in this agreement.
 - V. Tarrant County has the right to request, examine, and audit Vendor financial records, operational records and payroll records in order to enforce the terms of this agreement or to evaluate Vendor performance. Vendor records shall be maintained in such a manner so as to allow Tarrant County to ascertain any information easily to Tarrant County's satisfaction.
 - W. Vendor shall provide a working email address for the purpose of receiving emails from Tarrant County. Vendor shall respond to emails from Tarrant County within twenty-four (24) hours from the time Tarrant County sends an email to the vendor provided email address. Vendor responses shall be either a phone call or email to the requesting individual.
 - X. Vendor shall be responsible for the cost of any damages caused be security guards performing services under this agreement.
 - Y. Vendor shall be responsible for the cost of replacing any Tarrant County issued equipment lost by a security guard performing services under this agreement. Vendor shall be responsible for the cost or replacement of affected locks in the event that a security guard performing services under this agreement loses keys issued to them by Tarrant County Staff.

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XII. ADDITIONAL REQUIREMENTS

- A. Vendors shall comply with all procedural instructions that may be issued from time to time by Tarrant County representatives.
- B. During the period this agreement, no change is permitted in any of its conditions and specifications unless Vendor receives written approval from the Tarrant County Purchasing Agent or their designee. Should Vendor find at any time that existing conditions make modification in requirement desirable, he shall report such matter to the Tarrant County Purchasing Agent or their designee for consideration and decision, after consultation with department personnel.
- C. Vendor may be required to meet periodically with end user departments to discuss the services and make amendments or changes in procedures and operations as may be found necessary.
- D. Without limiting the responsibility of the Vendor for the proper conduct of security personnel and the protection of the properties being protected, the conduct of security personnel may also be guided by a set of standard written rules as agreed upon between Tarrant County and the Vendor.
- E. During the period of this agreement or the extension thereof, Tarrant County reserves the right to add or delete service locations. All additions shall be at the prevailing contract prices. Tarrant County will notify the Vendor as soon as possible in advance of any changes and number of personnel needed to provide the various services. Vendors will be given notice to effect requested change. If the awarded Vendor cannot accommodate a change in personnel requirements within the prescribed period of time, Tarrant County reserves the right to procure security services from other security agencies, until such time that the Vendor can fulfill the change in personnel requirements.
- F. Tarrant County reserves the right to refuse access to its facilities at any time to any employee of the Vendor. The exercise of Tarrant County's rights shall not diminish the Vendor's obligation of performance arising under this agreement.
- G. Bidders should provide evidence of being in the security guard business for no less than five (5) years.



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County does recognize other agencies' certifications. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of the county's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
 3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide bid notifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
 4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Tarrant County Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder meeting specifications as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Tarrant County Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
 - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 - 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 - 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 - 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

Amended: Court Order 127875 (June 19, 2018)

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's bid process. The Purchasing Department will provide additional clarification of specifications, assistance with Price Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

Tarrant County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, Texas 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, Texas 76011
(817) 640-0606

IF YOUR COMPANY IS CERTIFIED, ATTACH A COPY OF THE CERTIFICATION TO THIS FORM AND RETURN WITH BID.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO. _____

Indicate all that apply:

- _____ Minority-Owned Business Enterprise
- _____ Women-Owned Business Enterprise
- _____ Disadvantaged Business Enterprise

NOTE: WITHOUT A VALID CERTIFICATION ON FILE, YOU WILL NOT BE EVALUATED AS A HUB/DBE.

IF THIS DOES NOT APPLY TO YOUR COMPANY, PLEASE CHECK THIS BOX AND RETURN THIS FORM WITH YOUR RESPONSE.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

TVORS REGISTRATION

An important part of doing business with Tarrant County is to sign up in our free Tarrant Vendor Online Registration System (TVORS).

TVORS is a web-based vendor registration program that is designed to be an easy-to-use, self-service application that allows vendors to establish and maintain their own company and certification data for the purpose of bid notification and information.

<https://tvorspublic.tarrantcounty.com/>

TARRANT TVORS
Vendor Online Registration System

The perfect mix of Cowboys and Culture!
TARRANT COUNTY

100 E. Weatherford Street
Ft. Worth, Texas 76106
817-394-1111

Welcome to TVORS!

Vendors that would like to receive bid opportunities from Tarrant County are encouraged to register in TVORS. Vendors are responsible to keep contact information current in TVORS so as to facilitate bid notifications from Tarrant County.

Changes to TVORS contact information DOES NOT affect vendor information pertaining to Purchase Order or Remit To addresses.

Login to TVORS

If you have already registered with TVORS, please go ahead and login.

User ID:

Password:

Keep me signed in on this computer unless I sign out.

VENDOR LOGIN

If you have forgotten your password, enter your email address below and click the Forgot Password button. We will send you an email including your User ID and password.

Email Address:

FORGOT PASSWORD

Register with TVORS

There are four steps to the TVORS registration process. You will have the option to save your work after the completion of each step. You may then login to your TVORS account at anytime to make changes or to complete the registration process.

You must complete all mandatory information in order to be considered for bid opportunities from Tarrant County Purchasing.

To complete your TVORS registration, you will go through the following steps:

STEP 1: Enter company data

STEP 2: Enter commodity/service codes (NIGP)
Failure to select NIGP code(s), could result in improper bid notification or no notification at all.

STEP 3: Enter user data (if applicable)

STEP 4: Enter certifications (if applicable)

If you have any questions during your registration, please call (817) 884-1414 or email TVORS@TarrantCounty.com.

To begin the registration process, please click the button below.

VENDOR REGISTRATION

After registering, be sure to email or fax all copies of your current HUB/MBE certificate(s) to TVORS@Tarrantcounty.com or (817) 884-2629, respectively.

Already Registered? Please log into your profile to make sure all contact information is correct, then check the *Data Verified* box at the bottom of the *Company Data* Section of your profile.

Contact Teresa Lobacz, Tarrant County HUB Coordinator, at the email above or at (817) 884-1414 if you have any registration questions.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

REFERENCES

Please list three (3) references, **other than past or present employees of Tarrant County**, who can verify your performance as a Vendor. Performance includes, but is not limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine Vendor's ability to provide the intended goods or service of the bid. Tarrant County **PREFERS** references to be from Government customers. References must be able to verify the quality of service Vendor's company provides and that the Bidder has completed a project of similar size and scope of work in this response. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your bid.

Failure to supply the required references will deem the bid as non-responsive and will not be considered for award.

Bidder involvement with reference checks is not permitted. Only Tarrant County or its designee will conduct reference checks. Any deviation to this will result in rejection of your response.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

REFERENCES

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH BID!

SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Bidder, agrees this bid becomes the property of Tarrant County after the official opening.

The undersigned affirms that the Bidder has familiarized himself with the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a bid.

The undersigned agrees, on behalf of Bidder, that if the bid is accepted, Bidder will furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the specifications. The period for acceptance of this bid will be ninety (90) calendar days.

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other Bidder, nor any employee of Tarrant County, and that the contents of this bid have not been communicated to any other Bidder or to any employee of Tarrant County prior to the official opening of this RFB.

Vendor hereby assigns to Tarrant County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this solicitation. ***Failure to sign and return this form will result in the rejection of the entire bid.***

Signature _____ **X**

Authorized Representative

Legal Name of Company

Date

Street Address

Printed Name of Authorized Representative

City, State and Zip

Title of Authorized Representative

Telephone Number

Fax Number

E-Mail Address

AFTER HOURS EMERGENCY CONTACT:

Name: _____

Tel. No. _____

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID!



Did you sign and submit all
required forms?
If not, your Bid will be
rejected!

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

COMPANY IS:

Business included in a Corporate Income Tax Return? _____ YES _____ NO

_____ Corporation organized & existing under the laws of the State of _____

_____ Partnership consisting of _____

_____ Individual trading as _____

_____ Principal offices are in the city of _____

Unique Entity Identifier (UEI) Number: _____

CAGE Code: _____

COMPLIANCE WITH FEDERAL AND STATE LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a Bid in response to this solicitation, the Bidder certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on the list between the time of Bid submission and time of award, the Bidder will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY KNOWN FOREIGN TERRORIST ORGANIZATIONS.

Bidder verifies that they do not boycott Israel and will not boycott Israel in accordance with Texas Government Code Section 2270.001(2) during the term of this contract. Bidder further verifies pursuant to Texas Local Government Code Section 2252.152 that they are not engaged in business with Iran, Sudan, or any foreign terrorist organization. The term "foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

DISCLOSURE OF INTERESTED PARTIES

The law states that a governmental entity may not enter into certain contracts with a nonexempt business entity unless the business entity submits a disclosure of interested parties to the governmental entity. By submitting a Bid in response to this solicitation, the Bidder agrees to comply with HB 1295, Government Code 2252.908. Bidder agrees to provide Tarrant County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

VENDOR IS EXEMPT FROM CERTIFICATION REGARDING ENERGY COMPANIES AND FIREARM ENTITIES OR FIREARM TRADE ASSOCIATIONS:

Vendor is a sole proprietorship OR is a non-profit entity OR Vendor is a company that does NOT have 10 or more full-time employees AND/OR this contract does NOT have a value of \$100,000.00 or more that is to be paid wholly or partly paid from public funds of the governmental entity.

If the Vendor Cannot Certify that it is EXEMPT as Above, Vendor Must Certify as Follows:

Vendor is NOT EXEMPT and Certifies as follows:

Boycott of Energy Companies Prohibited. In compliance with Section 2274.002 of the Texas Government Code (added by 87th Legislature S. B. 13), Vendor verifies that it does not boycott energy companies and will not boycott energy companies during the term of the above-described contract. "Boycott energy company" is defined in Section 809.001(1) (added by 87th Legislature, S. B. 13) and means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by subsection (A).

COMPLIANCE WITH FEDERAL AND STATE LAWS

Discrimination against Firearm Entities or Firearm Trade Associations Prohibited. In compliance with Section 2274.002 of the Texas Governmental Code (added by 87th Legislature, S. B. 19), Vendor verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the above-described contract] against a firearm entity or firearm trade association. "Discriminate against a firearm entity or firearm trade association" is defined in Section 2274.001(3) (added by 87th Legislature, S. B. 19) and means, with respect to the entity or association, to (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; the term *does not include*: (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and (ii) a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship: (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association.

Vendor Hereby Certifies (Mark Applicable Certification):

_____ Vendor is EXEMPT from Certification as set out above.

_____ Vendor is NOT EXEMPT from Certification as set out above, and Vendor Certifies that it does not and will not Boycott Energy Companies and that it does not and will not engage in prohibited Discrimination against Firearm Entities or Firearm Trade Associations.

Signature _____ X

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

AFFIRMATIONS/FORMS/DOCUMENTS

✓ Check Indicates Completion	
	1. References. Bidder has provided references, other than Tarrant County. References must be able to verify the quality of service the company provides and that the company has completed a project of similar size and scope of work in this RFB.
	2. Signatures. All forms requiring a signature must be signed. Bids not signed will be rejected.
	3. Price Forms. All sections of Price Forms have been completed.
	4. Bidder has acknowledged Secondary/Alternate Award and Cooperative Purchasing opportunities in the Special Terms and Conditions on pages 6 and 7.
	5. Insurance Certificates (If required). Bidders must submit all Insurance Certificates prior to commencement of work. If no insurance requirements specified, mark N/A.
	6. Addenda. When applicable, Bidder acknowledges receipt of all Addenda and any revised Forms. Bidder must sign and submit any required signature forms.
	7. It is the Bidders' sole responsibility to print and review all pages of the RFB document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide a signature on the form renders bid non-responsive. Failure to complete and submit all required forms, including but not limited to References, Compliance With Federal and State Laws Form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.
	8. Bidder has read, understands, and agrees to Tarrant County's Criminal Background Check requirements.
	9. Accuracy for all mathematical and numerical entries is the sole responsibility of the Bidder. Tarrant County will not be responsible for errors made by the Bidder.
	10. Bidder's company is registered on TVORS (Tarrant Vendor On-Line Registration System).
	11. Bidder has sealed and marked the envelope with the Company Name, RFB Number, RFB Title, and due date.

THE ORIGINAL AND ONE (1) COPY OF THIS FORM SHOULD BE RETURNED WITH BID!

NO-BID RESPONSE

In the event that your organization chooses not to submit a bid/proposal for this solicitation, the Tarrant County Purchasing Department is interested in the reasons why vendors have chosen not to submit bids/proposals in order to better serve the taxpayers of Tarrant County. Please indicate your reason(s) by checking all applicable items below and return this form to the address shown below.

- Could not meet specifications.
- Items or materials requested not manufactured by us or not available to our company.
- Insurance requirements too restricting.
- Bond requirements too restricting.
- The scope of services not clearly understood or applicable (too vague, too rigid, etc.)
- The project not suited to our organization.
- Quantities too small.
- Insufficient time allowed for preparation of bid/proposal.
- Other (please specify).

Vendor Name: _____

Contact Person: _____

Telephone: _____

Email: _____

Please send your response to:

Tarrant County Purchasing Department
100 E. Weatherford, Suite 303
Fort Worth, TX 76196-0104

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

PRICE FORM
AWARD WILL BE ALL OR NONE!
BIDDER MUST BID ON ALL SECTIONS AND ITEMS!

***Submit an executive summary that includes the number of years your company has been in business, who the day-to-day manager will be for Tarrant County with their qualifications, and your experience with contracts similar in nature to this one.**

***Security guard services for the Sheriff's Office will be funded by the American Rescue Plan Act of 2021 (ARPA). Therefore, all awarded vendors are required to have an active registration with the System for Award Management ("SAM") (<https://www.sam.gov>)**

Enter your SAM Unique Entity ID:

If you do not have a SAM Unique Entity ID, you will need to provide one prior to award.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

**PRICE FORM
AWARD WILL BE ALL OR NONE!
BIDDER MUST BID ON ALL SECTIONS AND ITEMS!**

SECTION I – JURY PARKING SITE AREA

1. Itemize all costs associated with hourly rates for **UNARMED SECURITY GUARD STAFF WITH VEHICLE PERFORMING SERVICES AT JURY PARKING SITE AREA** (as needed) as defined by applicable specifications in this bid.

SUMMARY OF LABOR COST PER HOUR BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of <u>\$15.00</u>)	\$ _____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	\$ _____
Worker’s Compensation and General Liability on Employee	\$ _____
Medical, Dental, Life Insurance, if applicable	\$ _____
Retirement, Pension, etc., per Employee, if applicable	\$ _____
Supplies, Equipment Cost/Upkeep/Depreciation (Vehicle)	\$ _____
Vendor’s Overhead, Vendor Supervisor Pay, Profit, etc.	\$ _____
Other (Please specify: _____)	\$ _____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 1,936)	\$ _____
Total <u>Overtime</u> Labor Rate, Per Hour, Billed to Tarrant County <u>Overtime must be requested and approved in writing!</u> (billable rate should increase only by the amount directly related to overtime pay, and should not include an increase in fixed cost items)	\$ _____

NOTE: TARRANT COUNTY RESERVES THE RIGHT TO AUDIT VENDOR’S PAYROLL RECORDS.

NO SUBCONTRACTING ALLOWED.
NO INDEPENDENT CONTRACTORS.

THE ORIGINAL AND ONE (1) COPY OF THIS FORM MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

**PRICE FORM
AWARD WILL BE ALL OR NONE!
BIDDER MUST BID ON ALL SECTIONS AND ITEMS!**

SECTION II – SHERIFF’S OFFICE

1. Itemize all costs associated with hourly rates for **UNARMED SECURITY GUARD STAFF PERFORMING SERVICES FOR THE SHERIFF’S OFFICE - JUDICIAL DIVISION** (as needed) at various locations as defined by applicable specifications in this bid.

SUMMARY OF LABOR COST PER HOUR BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of <u>\$18.00</u>)	\$ _____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	\$ _____
Worker’s Compensation and General Liability on Employee	\$ _____
Medical, Dental, Life Insurance, if applicable	\$ _____
Retirement, Pension, etc., per Employee, if applicable	\$ _____
Supplies, Equipment Cost/Upkeep/Depreciation	\$ _____
Vendor’s Overhead, Vendor Supervisor Pay, Profit, etc.	\$ _____
Other (Please specify: _____)	\$ _____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 25,235)	\$ _____
Total <u>Overtime</u> Labor Rate, Per Hour, Billed to Tarrant County <u>Overtime must be requested and approved in writing!</u> (billable rate should increase only by the amount directly related to overtime pay, and should not include an increase in fixed cost items)	\$ _____

NOTE: TARRANT COUNTY RESERVES THE RIGHT TO AUDIT VENDOR’S PAYROLL RECORDS.

NO SUBCONTRACTING ALLOWED.
NO INDEPENDENT CONTRACTORS.

THE ORIGINAL AND ONE (1) COPY OF THIS FORM MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

**PRICE FORM
AWARD WILL BE ALL OR NONE!
BIDDER MUST BID ON ALL SECTIONS AND ITEMS!**

SECTION II – SHERIFF’S OFFICE

2. Itemize all costs associated with hourly rates for **ARMED SECURITY GUARD STAFF PERFORMING SERVICES FOR SHERIFF’S OFFICE – DETENTION DIVISION** (as needed) at various locations as defined by applicable specifications in this bid.

SUMMARY OF LABOR COST PER HOUR BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of <u>\$22.00</u>)	\$ _____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	\$ _____
Worker’s Compensation and General Liability on Employee	\$ _____
Medical, Dental, Life Insurance, if applicable	\$ _____
Retirement, Pension, etc., per Employee, if applicable	\$ _____
Supplies, Equipment Cost/Upkeep/Depreciation	\$ _____
Vendor’s Overhead, Vendor Supervisor Pay, Profit, etc.	\$ _____
Other (Please specify: _____)	\$ _____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 52,712)	\$ _____
Total <u>Overtime</u> Labor Rate, Per Hour, Billed to Tarrant County <u>Overtime must be requested and approved in writing!</u> (billable rate should increase only by the amount directly related to overtime pay, and should not include an increase in fixed cost items)	\$ _____

NOTE: TARRANT COUNTY RESERVES THE RIGHT TO AUDIT VENDOR’S PAYROLL RECORDS.

NO SUBCONTRACTING ALLOWED.
NO INDEPENDENT CONTRACTORS.

THE ORIGINAL AND ONE (1) COPY OF THIS FORM MUST BE RETURNED WITH BID!
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ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

**PRICE FORM
AWARD WILL BE ALL OR NONE!
BIDDER MUST BID ON ALL SECTIONS AND ITEMS!**

SECTION II – SHERIFF’S OFFICE

3. Itemize all costs associated with hourly rates for **UNARMED SECURITY GUARD STAFF PERFORMING SERVICES FOR SHERIFF’S OFFICE – DETENTION DIVISION** (as needed) at various locations as defined by applicable specifications in this bid.

SUMMARY OF LABOR COST PER HOUR BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of <u>\$18.00</u>)	\$ _____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	\$ _____
Worker’s Compensation and General Liability on Employee	\$ _____
Medical, Dental, Life Insurance, if applicable	\$ _____
Retirement, Pension, etc., per Employee, if applicable	\$ _____
Supplies, Equipment Cost/Upkeep/Depreciation	\$ _____
Vendor’s Overhead, Vendor Supervisor Pay, Profit, etc.	\$ _____
Other (Please specify: _____)	\$ _____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 6,314)	\$ _____
Total <u>Overtime</u> Labor Rate, Per Hour, Billed to Tarrant County <u>Overtime must be requested and approved in writing!</u> (billable rate should increase only by the amount directly related to overtime pay, and should not include an increase in fixed cost items)	\$ _____

NOTE: TARRANT COUNTY RESERVES THE RIGHT TO AUDIT VENDOR’S PAYROLL RECORDS.

NO SUBCONTRACTING ALLOWED.
NO INDEPENDENT CONTRACTORS.

THE ORIGINAL AND ONE (1) COPY OF THIS FORM MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

**PRICE FORM
AWARD WILL BE ALL OR NONE!
BIDDER MUST BID ON ALL SECTIONS AND ITEMS!**

SECTION III – RESOURCE CONNECTION SITE AREA

1. Itemize all costs associated with hourly rates for **UNARMED SECURITY GUARD STAFF WITH 4-WHEEL DRIVE VEHICLE PERFORMING SERVICES AT RESOURCE CONNECTION SITE AREA** (as needed) as defined by applicable specifications in this bid.

SUMMARY OF LABOR COST PER HOUR BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of <u>\$18.00</u>)	\$ _____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	\$ _____
Worker’s Compensation and General Liability on Employee	\$ _____
Medical, Dental, Life Insurance, if applicable	\$ _____
Retirement, Pension, etc., per Employee, if applicable	\$ _____
Supplies, Equipment Cost/Upkeep/Depreciation (Vehicle)	\$ _____
Vendor’s Overhead, Vendor Supervisor Pay, Profit, etc.	\$ _____
Other (Please specify: _____)	\$ _____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 8,760)	\$ _____
Total <u>Overtime</u> Labor Rate, Per Hour, Billed to Tarrant County <u>Overtime must be requested and approved in writing!</u> (billable rate should increase only by the amount directly related to overtime pay, and should not include an increase in fixed cost items)	\$ _____

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SECTION III – RESOURCE CONNECTION SITE AREA

2. Itemize all costs associated with hourly rates for **UNARMED SECURITY GUARD STAFF WITH GOLF CART PERFORMING SERVICES AT RESOURCE CONNECTION SITE AREA** (as needed) as defined by applicable specifications in this bid.

SUMMARY OF LABOR COST PER HOUR BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of <u>\$18.00</u>)	\$ _____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	\$ _____
Worker’s Compensation and General Liability on Employee	\$ _____
Medical, Dental, Life Insurance, if applicable	\$ _____
Retirement, Pension, etc., per Employee, if applicable	\$ _____
Supplies, Equipment Cost/Upkeep/Depreciation (golf cart)	\$ _____
Vendor’s Overhead, Vendor Supervisor Pay, Profit, etc.	\$ _____
Other (Please specify: _____)	\$ _____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 1) Currently not using this service.	\$ _____
Total <u>Overtime</u> Labor Rate, Per Hour, Billed to Tarrant County <u>Overtime must be requested and approved in writing!</u> (billable rate should increase only by the amount directly related to overtime pay, and should not include an increase in fixed cost items)	\$ _____

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SECTION III – RESOURCE CONNECTION SITE AREA

3. Itemize all costs associated with hourly rates for **UNARMED SECURITY GUARD STAFF ON FOOT PERFORMING SERVICES AT RESOURCE CONNECTION SITE AREA** (as needed) as defined by applicable specifications in this bid.

SUMMARY OF LABOR COST PER HOUR BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of \$18.00)	\$ _____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	\$ _____
Worker’s Compensation and General Liability on Employee	\$ _____
Medical, Dental, Life Insurance, if applicable	\$ _____
Retirement, Pension, etc., per Employee, if applicable	\$ _____
Supplies, Equipment Cost/Upkeep/Depreciation	\$ _____
Vendor’s Overhead, Vendor Supervisor Pay, Profit, etc.	\$ _____
Other (Please specify: _____)	\$ _____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 1) Currently not using this service.	\$ _____
Total <u>Overtime</u> Labor Rate, Per Hour, Billed to Tarrant County <u>Overtime must be requested and approved in writing!</u> (billable rate should increase only by the amount directly related to overtime pay, and should not include an increase in fixed cost items)	\$ _____

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SECTION IV – DR. MARION J. BROOKS PUBLIC HEALTH BUILDING

1. Itemize all costs associated with hourly rates for **UNARMED SECURITY GUARD STAFF WITH VEHICLE PERFORMING SERVICES AT PUBLIC HEALTH** (as needed) as defined by applicable specifications in this bid.

SUMMARY OF LABOR COST PER HOUR BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of \$18.00)	\$ _____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	\$ _____
Worker’s Compensation and General Liability on Employee	\$ _____
Medical, Dental, Life Insurance, if applicable	\$ _____
Retirement, Pension, etc., per Employee, if applicable	\$ _____
Supplies, Equipment Cost/Upkeep/Depreciation (Vehicle)	\$ _____
Vendor’s Overhead, Vendor Supervisor Pay, Profit, etc.	\$ _____
Other (Please specify: _____)	\$ _____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 3,668)	\$ _____
Total <u>Overtime</u> Labor Rate, Per Hour, Billed to Tarrant County <u>Overtime must be requested and approved in writing!</u> (billable rate should increase only by the amount directly related to overtime pay, and should not include an increase in fixed cost items)	\$ _____

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SECTION IV – DR. MARION J. BROOKS PUBLIC HEALTH BUILDING

2. Itemize all costs associated with hourly rates for **UNARMED SECURITY GUARD STAFF ON FOOT PERFORMING SERVICES AT PUBLIC HEALTH** (as needed) as defined by applicable specifications in this bid.

SUMMARY OF LABOR COST PER HOUR BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of <u>\$18.00</u>)	\$ _____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	\$ _____
Worker’s Compensation and General Liability on Employee	\$ _____
Medical, Dental, Life Insurance, if applicable	\$ _____
Retirement, Pension, etc., per Employee, if applicable	\$ _____
Supplies, Equipment Cost/Upkeep/Depreciation	\$ _____
Vendor’s Overhead, Vendor Supervisor Pay, Profit, etc.	\$ _____
Other (Please specify: _____)	\$ _____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 3,668)	\$ _____
Total <u>Overtime</u> Labor Rate, Per Hour, Billed to Tarrant County <u>Overtime must be requested and approved in writing!</u> (billable rate should increase only by the amount directly related to overtime pay, and should not include an increase in fixed cost items)	\$ _____

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