

Open Date: Tuesday, January 30, 2024

Request for Proposals

**Title: Security Services at
ICLS Branch Offices- San Bernardino
and Riverside County**



ISSUED BY

Inland Counties Legal Services
1040 Iowa Ave., Suite 106
Riverside, CA 92507

PROPOSAL DUE

February 16, 2024

Request for Proposals (RFP)

Description, Purpose, and Objectives

Inland Counties Legal Services (ICLS) is issuing a Request for Proposal (RFP) for an unarmed security guard service at ICLS' branch offices in Riverside and San Bernardino County located at:

- 455 N. D Street, San Bernardino, CA 92401- services at this location to end 3/31/24.
- 1040 Iowa Ave., Suite 109, Riverside, CA 92507
- 35100 Porsche Way, Suite 200, Ontario, CA, 91674

Proposals are requested from companies that have demonstrated ability to perform the following tasks identified in this RFP. General liability insurance must be provided by the vendor to ICLS. Guard services must be provided five (5) days per week, Monday through Friday. The selected vendor will need to provide daily services for a total of ten (10) hours. Weekend services will not be required. Guard services will not be required on holidays and weekends. Please see **Attachment A** for a list of ICLS holidays. All proposals must include individual pricing for each location.

The selected vendor must provide a fully executed copy of the agreement within ten (10) days of receiving the signed agreement by Inland Counties Legal Services. The contract set in place cannot be open ended.

Hours of service will consist of the following:

- AM Hours: 7:30 AM-11:59 AM
- PM Hours: 12:00 PM-5:30 PM

Additional guard services will be requested for all after hour meetings at different branch offices. ICLS will give the selected vendor 72 hours' notice of additional services needed. Other working hours may vary per event.

ICLS will provide a seating area inside the lobby and conference room for the guard to sit during the day. A computer will be set up as well for the guard's use.

All proposals must include the following:

- Pricing options for each individual location for an unarmed security guard during the hours stated above.
- Pricing for any additional services, such as after hour meetings at each location.

The successful vendor will contract with ICLS to provide unarmed security guard services at our branch offices 5 days a week, Monday through Friday, from the hours of 7:30 AM- 5:30 PM. ICLS will contract with the successful vendor for one year with the option to extend the contract. Any rate increases must be set in place at the time of execution of the contract. A thirty (30) day written termination notice will be required by both parties to end the contract.

2. Budget and Timeline

Request for Proposals Released	Tuesday, January 30, 2024
Final Questions Due	Monday, February 5, 2024
Responses to Questions Released	Thursday, February 8, 2024
Proposals Due	Friday, February 16, 2024

Proposals are open from January 30th through February 16th. A vendor will be selected by **February 23rd**. The selected vendor is subject to a federal debarment search. If the selected vendor has been disbarred, they will be considered disqualified. ICLS is required to obtain Board of Directors approval before beginning the LSC approval process. ICLS will be required to obtain prior approval from the Legal Services Corporation (LSC). This process can take up to ninety (90) days. Once approval is received, ICLS will notify the successful vendor to begin services.

3. Format for Proposals (Response Requirements)

All proposals must adhere to the format below.

1. Vendor's name, address, telephone number, email, and a description of the vendor's legal status, e.g., corporation, sole proprietor, etc.
2. A statement that guarantees that the response constitutes a firm offer valid for ninety (90) days following receipt and that ICLS may accept the offer any time within the 90-day period.
3. Detailed timeline for the project, Project Budget Estimates and Cost Projections including:
 - Provide a breakdown of all costs associated with the project (if applicable)
 - Identify any additional expenses, reoccurring fees, etc. that you will require to provide services (if applicable)
 - To the extent practicable – any projected increase in costs in the first year, or if extension of the contract is offered, in subsequent years. This includes annual costs-of-living adjustments.

4. Evaluation Process

Deadline for questions regarding this service is Friday, February 9, 2024. Please email inquiries to atoerge@icls.org. We will respond within a 72-hour period. Our staff will review proposals and select a vendor by February 23, 2024. The selected vendor will be expected to enter a contract with ICLS for one year with the option to extend. Vendors whose responses are not chosen for further negotiations or award will be notified via email.

Thank you for your time and consideration,

Jaime Cartagena
Deputy Director of Operations