

LAUDERDALE COUNTY BOARD OF SUPERVISORS

2600 Courthouse Blvd, 2nd Floor
Meridian, Mississippi 39301
601-482-9746
purchasing@lauderdalecounty.org



REQUEST FOR PROPOSALS (RFP)

RFP NO. LC040-2025: LAUDERDALE COUNTY ARMED SECURITY GUARDS SRVCS.

**THIS RFP CONTAINS OPPORTUNITIES FOR SERVICES AT TWO (2) SEPARATE SITES
PROPOSALS CAN BE SUBMITTED FOR ONE OR BOTH OPTIONS**

PACKET INCLUDES THE FOLLOWING:

- Legal Advertisement
- General Information
- Bid Information: Option #1
- Bid Information: Option #2
- Other Information
- Informational Questionnaire
- Proposal Form: Option #1
- Proposal Form: Option #2
- Proposal Form: Option #3
- Vendor Data Sheet
- Vendor Subcontractor Data Sheet
- Non-Collusion Affidavit of Bidder
- Professional Reference Sheet
- Addenda

RESPONSE DUE BY TUESDAY, JUNE 24, 2025, NOT LATER THAN 9:00 A.M.

ALL QUALIFIED RESPONSES WILL BE OPENED PUBLICLY AT 10:00 A.M.

NO LATE RESPONSES WILL BE ACCEPTED

Firm Name

LEGAL NOTICE
ADVERTISEMENT FOR PROPOSALS

NOTICE is hereby given that the Board of Supervisors of Lauderdale County, Mississippi, will receive sealed proposals until **9:00 a.m. on Tuesday, June 24, 2025**, for the following:

LAUDERDALE COUNTY ARMED SECURITY GUARDS SERVICES

The above shall be proposed per detailed specification on file in the Office of the Purchase Clerk, 2600 Courthouse Blvd, 2nd Floor, Meridian, MS 39301, (601) 482-9746, which may be obtained upon request or by visiting either the website of Lauderdale County Board of Supervisors at www.lauderdalecounty.org or Central Bidding at www.centralbidding.com.

Electronic Proposals can be submitted via Central Bidding at www.centralbidding.com.

Sealed Proposals can be submitted by mail via USPS, by courier service i.e., FedEx or by hand to the Lauderdale County Purchasing Department, 2600 Courthouse Blvd, 2nd Floor, Meridian, MS 39301, Monday thru Friday between the hours of 8:00 a.m. to 5:00 p.m. Envelopes must be received by the acceptance date and time listed above.

Each proposal must be received in a sealed envelope which is marked in the lower left-hand corner with the words "PROPOSAL FOR LAUDERDALE COUNTY ARMED SECURITY GUARDS SERVICES", "RFP #LC040-2025", and the "DATE OF THE PROPOSAL OPENING". Adherence to the proposal specifications is strongly recommended, as alternate proposals will not be considered.

From the proposals submitted, the Board of Supervisors shall select the most qualified based on price, and other relevant factors, negotiate and enter into a contract, all pursuant to Section 31-7-13, Mississippi Code of 1972, as amended. All proposals offered will be read aloud. All proposals will be accepted and evaluated by the Lauderdale County staff.

The board reserves the right to reject any and all proposals received and to waive informalities.

By: Justin "JJ" Anders, Board President

SUBMITTED:

MERIDIAN STAR:
PUBLISHED THE ABOVE LEGAL
ADVERTISEMENT ON May 28th, 2025 and June 04th, 2025

PROOF OF PUBLICATION TO:

Stephanie Jackson
Lauderdale County Board of Supervisors
2600 Courthouse Blvd, 2nd Floor
Meridian, MS 39301
Phone: 601-482-9735

**LAUDERDALE COUNTY REQUEST FOR PROPOSALS:
RFP NO. LC040-2025 – LAUDERDALE COUNTY ARMED
SECURITY GUARDS SERVICES**



I. GENERAL INFORMATION

A. RECEIPT AND OPENING OF PROPOSAL:

Lauderdale County, Mississippi, (the "County") hereby invites and will receive proposals on the forms attached hereto. Proposals will be received at Lauderdale County Government Complex at 2600 Courthouse Blvd, 2nd Floor in Meridian, Mississippi, until **9:00 a.m. on Tuesday, June 24, 2025**. Each proposal will be publicly opened, read aloud on the aforesaid date and taken under advisement for evaluation. The envelopes containing the proposals must be sealed and plainly marked "Proposal for Lauderdale County Armed Security Guards Services". Any proposals may be withdrawn prior to the above scheduled time for the opening of proposals or authorized postponement thereof.

Any proposal received after the time and date specified shall not be considered.

B. INTENT:

It is the intent of these specifications, terms, and conditions to describe the armed security guards services required for Lauderdale County Government Complex, Department of Human Services, which includes the CPS Building, and other facilities owned/or operated by the Board of Supervisors of Lauderdale County, MS.

The County intends to award a three-year contract (with the option to renew) to the Selected Vendor as the most responsible bidder(s) whose response conforms to the RFP and meets the County's requirements.

Lauderdale County will not consider any proposal not prepared and submitted in accordance with the provisions hereof and Lauderdale County reserves the right to reject any and all proposals.

II. BID INFORMATION – OPTION #1: LAUDERDALE COUNTY GOVERNMENT COMPLEX

A. DESCRIPTION OF SERVICES:

The Selected Vendor shall provide all manpower, material, supplies and equipment (except as otherwise provided by Lauderdale County in Item C below) and shall plan, schedule, coordinate, and ensure the effective performance of all services described herein.

The Selected Vendor shall provide three (3) armed security guards for protection at the following location:

Lauderdale County Courthouse
2600 Courthouse Blvd, 2nd Floor
Meridian, MS 39301

Armed security protection of property shall be provided Monday through Friday between the hours of 7:45 a.m. and 5:15 p.m. CST, with occasional special Saturdays and other later closings such as election nights.

B. SCOPE OF WORK:

Protection of property includes the following:

- a. Open and close the facility as scheduled by Lauderdale County Site Management.
- b. Provide a visible deterrent for property crimes and crime against Lauderdale County to include criminal mischief, graffiti, larceny, burglary, criminal tampering, trespass, criminal trespass, and misapplication of property.
- c. Discover and detain people attempting to gain unauthorized access to the property.
- d. Operating the courthouse metal detection equipment.
- e. Alerting the proper law enforcement authority of the incident immediately.
- f. Prepare and submit required reports on accidents, fires, bomb threats, unusual incidents, and unlawful acts.
- g. Respond to emergency situations as required by established procedures.
- h. Observe and report safety hazards as required by established procedures.
- i. Assist Lauderdale County Sheriff's Department with any other security related function that is requested for the courthouse.

C. LAUDERDALE COUNTY EQUIPMENT SUPPLIED:

Lauderdale County will provide armed security guards with the following:

- a. Buildings and sufficient workstations for requisite security officers
- b. Handheld radios
- c. Telephones
- d. Metal detection equipment (handheld and walk through)
- e. Operational forms

III. BID INFORMATION – OPTION #2: LAUDERDALE COUNTY DHS & CPS BUILDING

A. DESCRIPTION OF SERVICES:

The Selected Vendor shall provide all manpower, material, supplies and equipment (except as otherwise provided by Lauderdale County) and shall plan, schedule, coordinate, and ensure the effective performance of all services described herein.

The Selected Vendor shall provide one (1) armed security guard for protection at the following location:

Lauderdale County Department of Human Services Building
5224 Valley Street
Meridian, MS 39301

The armed security protection of property shall be provided Monday thru Friday between the hours of 8:00 a.m. and 5:00 p.m. CST.

B. SCOPE OF WORK:

Typical duties to be performed at both locations include, but not limited to the following:

- a. Open and close the facility as scheduled by Lauderdale County Site Management.
- b. Operate and enforce a system of personnel identification and a package inspection and movement procedure.
- c. Operating the metal detection equipment.
- d. Roving security patrol to provide a visible deterrent for property crimes and crime against Lauderdale County to include criminal mischief, graffiti, larceny, burglary, criminal tampering, trespass, criminal trespass, and misapplication of property.
- e. Discover and detain people attempting to gain unauthorized access to the property.
- f. Prepare and submit required reports on accidents, fires, bomb threats, unusual incidents, and unlawful acts.
- g. Respond to emergency situations as required by established procedures.
- h. Observe and report safety hazards as required by established procedures.
- i. Monitor alarm panels located in the facility and respond to and investigate alarms as they are received during hours of operation.

In addition to those hours detailed above, Selected Vendor may be required to schedule coverage for vacations, holidays, unscheduled absences, or other unplanned occurrences. It is expected that the Selected Vendor will be able to respond to most additional requirements at a straight time rate.

IV. OTHER INFORMATION

A. VENDOR & PERSONNEL QUALIFICATIONS:

Lauderdale County is seeking bidders with the following minimum qualifications:

- a. Vendor shall be regularly and continuously engaged in the business of providing armed security guard services for the last five years as verified through references submitted within bid response.
- b. Vendor shall possess all permits, licenses and professional credentials necessary to perform services as specified under this RFP, as well as the following:
 - (1) Ensure personnel are licensed by the State of Mississippi, have been subject to a comprehensive background investigation, submitted to fingerprint screening, screened for sex offender status, DOC check, pre-employment drug screening, etc.
 - (2) Conduct annual criminal background checks on all armed security officers assigned to Lauderdale County to include sex offender registry database.
 - (3) Any armed security guard(s) assigned to the County shall have a minimum of three (3) years' experience working as an armed security guard.
 - (4) All armed security officers assigned to Lauderdale County owned/operated facilities must demonstrate firearms proficiency no less than a semi-annual basis.

- (5) Armed security officers must be qualified by an NRA Law Enforcement instructor or equivalent nationally recognized firearm program instructor.
 - (6) All armed security officers' qualification course of fire should be the State of Mississippi approved law enforcement qualification course.
 - (7) Lauderdale County reserves the right to ask the vendor to remove one of its employees from the county facilities with or without reason.
 - (8) Lauderdale County reserves the right to deny final placement of vendor personnel in a Lauderdale County facility.
- c. The Vendor is required to ensure that all security officers are certified in CPR, Basic First Aid and AED, as they could have the potential to act as a first responder in a medical situation. The Vendor shall be required to review and practice CPR skills at least every six months and recertify the Officers every two years and submit documentation to the Sheriff Department.
 - d. The Vendor should assume that officers may be acting as first responders while assigned to Lauderdale County facilities. They will be compliant with the consequent legal requirements, including OSHA's blood- borne pathogen standard, to include offering all officers the option of taking the Hepatitis B series of shots.
 - e. The Vendor shall provide ongoing training to officers after their initial Security Post training, to ensure that any new policies and procedures are learned/or implemented.
 - f. The Vendor shall be required to participate in a **minimum** of an annual tabletop exercise with Lauderdale County staff.

B. VENDOR EQUIPMENT SUPPLIED:

The Vendor will provide the following:

- a. Requisite number of security officers
- b. Uniforms and operational duty gear (Provide sample photo of uniforms)
- c. Describe duty belt and approved holster (Provide photo sample)
- d. Company issued photo ID – must be displayed on uniform

C. INFORMATION TO BE SUBMITTED WITH PROPOSAL:

Please include the following documentation with your proposal. ***Failure to include this information could negatively impact your submission and deemed as failure to comply.***

- 1. Provide details of your company structure and detail the biographies of owner(s) and leadership team.
- 2. Please include/or list any special qualifications that your company has; or assets you have that you may be able to offer Lauderdale County that we could take into consideration with the overall best value score.
- 3. Provide sample of your hiring procedures and policies.

4. Provide sample of new hire orientation training checklist
5. Provide two (2) copies of your firearms policy.
6. Provide copy of use of force continuum policy.
7. Provide photo samples of uniforms.
8. Provide photo samples of duty belt and approved holster.

D. INSURANCE REQUIREMENTS:

The vendor will be insured for protection against known and recognizable risks, whereby these risks are assumed directly by the Vendor.

Copies of insurance policies and certificates of insurance are required at the time of submission. By responding and submitting a proposal, the bidder agrees to meet the minimum insurance requirements stated in the outline below.

The minimum insurance limits, to be held by the Vendor and maintained in full force required by Lauderdale County, performing on this RFP are as follows:

<u>Coverage</u>	<u>Limits of Liability</u>
Commercial General Liability	\$ 500,000/\$ 500,000/\$ 500,000
Personal Injury Liability	\$ 3,000,000.00 each occurrence
Property Damage Liability	\$ 3,000,000.00 each occurrence

The Vendor is charged with the responsibility of identifying risks and exposures, and the implementation of a risk management program to effectively deal with them. Major emphasis should be placed upon loss prevention and loss control measures. Every effort must be made to create a safety conscious atmosphere among all employees.

The following pages must be completed, along with the Cover Page (pg. 1), and returned/submitted with bid. Failure to do so will result in the bid being deemed non-responsive.

THIS SPACE WAS LEFT BLANK INTENTIONALLY

ADDITIONAL INFORMATION QUESTIONNAIRE
RFP NO. LC040-2025: ARMED SECURITY GUARDS SERVICES

1. Please describe the scope of your background investigation. _____

2. Are the weapons carried owned by the company or employee? _____
3. Please list the make, models, and caliber of approved firearms. _____

4. Describe your companies continuous training program. _____

5. What method of labor/or timekeeping system do you use? _____

6. Will your timekeeping system stand up to an audit by the Office of the Mississippi State Auditor's office? _____ If no, please explain: _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

PRICE PROPOSAL FORM – OPTION #1

ARMED SECURITY GUARDS: LAUDEDERDALE COUNTY - GOVERNMENT COMPLEX

Proposal of _____,
(Company/Business Name)

an (individual) (partnership) (corporation) organized under the laws of the State of _____.

The undersigned, having carefully read and considered the terms and conditions does hereby offer to perform such services on behalf of the County, of the type and quality and in the manner described, and subject to and in accordance with the terms and conditions set forth in the Contract Documents at the rates hereinafter set forth:

PRICING FOR UNIFORMED ARMED SECURITY GUARD(S):

\$ _____ *per hour rate/pricing - Regular*

\$ _____ *per hour rate/pricing - Overtime*

SIGNATURE: _____

NAME & TITLE: _____

TELEPHONE: _____

ADDRESS: _____

EMAIL: _____

****MANAGEMENT POINT OF CONTACT/OR SUPERVISOR FOR ASSIGNED ARMED GUARDS****

NAME: _____ TITLE: _____

DIRECT PHONE: (____) _____ FAX: (____) _____

CELL: (____) _____ EMAIL: _____

LOCAL ADDRESS (*if different from above*): _____

PRICE PROPOSAL FORM – OPTION #2

ARMED SECURITY GUARDS: LAUDERDALE COUNTY - DHS & CPS BUILDING

Proposal of _____
(Company/Business Name)

an (individual) (partnership) (corporation) organized under the laws of the State of _____.

The undersigned, having carefully read and considered the terms and conditions does hereby offer to perform such services on behalf of the County, of the type and quality and in the manner described, and subject to and in accordance with the terms and conditions set forth in the Contract Documents at the rates hereinafter set forth:

PRICING FOR UNIFORMED ARMED SECURITY GUARD:

\$ _____ *per hour rate/pricing - Regular*

\$ _____ *per hour rate/pricing - Overtime*

SIGNATURE: _____

NAME & TITLE: _____

TELEPHONE: _____

ADDRESS: _____

EMAIL: _____

****MANAGEMENT POINT OF CONTACT/OR SUPERVISOR FOR ASSIGNED ARMED GUARD****

NAME: _____ TITLE: _____

DIRECT PHONE: (____) _____ FAX: (____) _____

CELL: (____) _____ EMAIL: _____

LOCAL ADDRESS (if different from above): _____

PRICE PROPOSAL FORM – OPTION #3

ARMED SECURITY GUARDS SERVICES: SPECIAL REQUEST/EVENTS

This Proposal Form is for utilizing your professional services outside of the normal scope of the contract. Bidders are not required to submit a bid for this option.

If you will not be submitting a bid for this option, please initial here. _____

Proposal of _____,
(Company/Business Name)
an (individual) (partnership) (corporation) organized under the laws of the State of _____.

The undersigned, having carefully read and considered the terms and conditions does hereby offer to perform such services on behalf of the County, of the type and quality and in the manner described, and subject to and in accordance with the terms and conditions set forth in the Contract Documents at the rates hereinafter set forth:

PRICING FOR UNIFORMED ARMED SECURITY GUARD(S):

RATES BASED ON LESS THAN 48 HOURS NOTICE:

\$ _____ *per hour rate/pricing - Regular*

\$ _____ *per hour rate/pricing - Overtime*

RATES BASED ON MORE THAN 48 HOURS NOTICE:

\$ _____ *per hour rate/pricing - Regular*

\$ _____ *per hour rate/pricing - Overtime*

SIGNATURE: _____

NAME & TITLE: _____

TELEPHONE: _____

ADDRESS: _____

EMAIL: _____

VENDOR DATA FORM

I, the undersigned, do hereby acknowledge I have read all the requests listed herein and have submitted my bid and all documentation required accordingly.

NAME OF COMPANY: _____

LEGAL ADDRESS: _____

PHONE: (____) _____ FAX: (____) _____

FEDERAL ID #: _____ (Attach Form W-9)

I hereby certify that I am authorized to sign this proposal for/or on behalf of the company.

SIGNATURE: _____ DATE: _____
(Authorized Principal)

DIRECT PHONE: (____) _____ EMAIL ADDRESS: _____

PRINTED NAME & OFFICIAL TITLE: _____

*******PLEASE PROVIDE ADDITIONAL INFORMATION BELOW IF APPLICABLE*******

Owner/Stakeholder #1: Name: _____ Phone Number: _____

Owner/Stakeholder #2: Name: _____ Phone Number: _____

Parent Company Name (if different from above): _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

VENDOR SUBCONTRACTOR DATA SHEET

The Bidder shall indicate below the name of each subcontractor(s) they will use in the fulfillment of the contract. The Bidder shall specify the work/services to be performed/provided by the subcontractor. (If applicable, otherwise indicate N/A & enter company name)

Sub-Contractor Information: (If applicable)

Company Name: _____ FEIN: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone No.: _____ Email: _____
Work/Services to be performed/provided: _____

Sub-Contractor Information: (If applicable)

Company Name: _____ FEIN: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone No.: _____ Email: _____
Work/Services to be performed/provided: _____

Sub-Contractor Information: (If applicable)

Company Name: _____ FEIN: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone No.: _____ Email: _____
Work/Services to be performed/provided: _____

Company Name of Bidder

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

NON-COLLUSION AFFIDAVIT OF BIDDER

STATE OF _____

COUNTY OF _____

_____, being duly sworn, deposes and says that:

1. He/or She is _____ of _____ the bidder
Title Company Name
that has submitted the attached proposal.

2. He/or She is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid.

3. Such Bid is genuine and is not a collusive or sham bid.

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham Bid in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm, or person to fix the price or prices in the attached bid or any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against Lauderdale County or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED _____

TITLE _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, 20__.

Notary Public, State of Mississippi. My Commission Expires: _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

VENDOR PROFESSIONAL REFERENCE SHEET

QUALIFICATIONS: Firms shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the Lauderdale County Board of Supervisors.

Indicate the length of time you have been in business as a company providing the type of service(s) required for this agreement. Year(s) _____ Month(s) _____

Please provide a minimum of three (3) references, which may substantiate **current** performance and experience in the type/or scope of work/service required for this contract. This should include the following: Business Name, Address, Contact Person, Length of Time of Service, Phone Number, and their email address.

1. Business Name: _____

Address: _____

Contact Person/Title: _____ Length of Time of Service: _____

Phone Number: _____ Email: _____

2. Business Name: _____

Address: _____

Contact Person/Title: _____ Length of Time of Service: _____

Phone Number: _____ Email: _____

3. Business Name: _____

Address: _____

Contact Person/Title: _____ Length of Time of Service: _____

Phone Number: _____ Email: _____

Company Name of Bidder/Vendor

Signature of Person Completing

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

ADDENDA FORM

RFP NO. LC040-2025: ARMED SECURITY GUARDS SERVICES

The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Total.
(If no addenda, please indicate with N/A in space provided.)

1. Addendum # _____ Date: _____
2. Addendum # _____ Date: _____
3. Addendum # _____ Date: _____
4. Addendum # _____ Date: _____

Addendum Acknowledgement:

Signature of Bidder or Authorized Agent

Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID