

GST MICHIGAN WORKS!

**REQUEST FOR PROPOSAL
FOR
FLINT SERVICE CENTER SECURITY**

PROPOSALS SHOULD BE DIRECTED TO:

GST Michigan Works!
Sharon Bowen, COO
at Sbowen@gstmiworks.org

Supported by the State of Michigan. GSTMW materials and programs paid for with State and Federal funds. Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-285-9675 TTY: 711. A proud partner of the American Job Center Network.

Background and General Information:

GSTMW is a special unit of local government, which all together serves as the Michigan Works! Agency for Genesee, Huron, Lapeer, Sanilac, Shiawassee, and Tuscola Counties. GSTMW is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. The agency employs approximately 60 people. It is governed by a 21-member volunteer Board of Directors and a 12-member Governing Board. Administrative offices and all records are located at 3270 Wilson Street, Marlette, MI 48453. Additional offices are listed on our website.

GSTMW is a federal and state grant-funded organization. Its major purpose is to strengthen the regional economy. It assists employers in finding and retaining qualified employees and, by assuring the labor force meets the needs of employers. The purpose of the service center is to provide labor exchange and workforce development services for employers and job seekers.

GSTMW is seeking security services for the Flint Service Center. GSTMW will offer a one (1) year contract with four (4) renewal years to cover a period of five (5) years if the Contractor's services are satisfactory.

The services will be procured on an open, competitive basis. GSTMW administration will select the bidder whose proposal is responsive to the RFP and is most advantageous to GSTMW in price, quality and other factors specified in the RFP. A proposal must set forth all responses in the format required by the RFP to be considered. Any and all proposals may be rejected in whole or in part. GSTMW reserves the right to rescind this RFP in whole or part. GSTMW will not be responsible to any bidder or potential bidder for any costs incurred or opportunities lost in responding to this RFP or in deciding not to respond.

To ensure the integrity of this procurement, bidders must make special efforts to prevent fraud and other abuses. Fraud includes deceitful practices and intentional misconduct such as willful misrepresentation. "Abuse" is a general term that encompasses improper conduct that may or may not be fraudulent in nature. While federal legislation is not specific, possible problem areas could include the following: conflict of interest, kickbacks, bribes, nepotism, political patronage, political activities, and sectarian activities. Bidders that are found to violate fraud or abuse standards will be disqualified. Bidders must report immediately any fraud or abuse violations.

Any bidder that attempts to exchange information with any other potential bidder to gain competitive advantage will be subject to disqualification and possible criminal prosecution. Any bidder who attempts to discuss its proposal with, or offer anything of value to any GSTMW officer, director, staff person, agent or representative during this procurement process, will be subject to disqualification and possible criminal prosecution. These provisions do not prohibit potential bidders from seeking and joining with subcontractors or partners in making the proposal. All partners and subcontractors must be identified in the proposal. These provisions do not prohibit communication between GSTMW and any bidder that GSTMW determines to be necessary as part of the procurement process.

Efforts will be made by GSTMW to utilize small businesses, women's business enterprises and minority-owned businesses. A Bidder qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.103 through 121.108). Upon request, GSTMW will make this RFP available in large print or alternative format to individuals with disabilities. TTY:711.

The successful bidder must comply with all applicable federal and state laws prohibiting discrimination on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, disability, or any other protected category.

Specifications:

Security Services are desired as listed below.

- Uniformed security guard assigned to patrol GSTMW’s building (711 N. Saginaw St. Flint, MI 48503) and adjacent parking lots.
- Security guard will provide services from 8:00 AM until 5:00 PM Monday through Friday, for 40 hours of coverage a week. (Unless a holiday(s) falls in the week, which is unpaid time.) A one hour un paid lunch break is included in that time frame.
- Security guard will patrol each floor, stairwells, parking lots and grounds noting potential hazard and safety issues.
- Security guard will remain visible and available to the public.
- Security guard will screen persons, both staff and customers entering the building according to safety protocols.
- Security guard will deny entry to persons not adhering to safety protocols.
- Security guard will escort persons without authorization to be present in the building from the building.

Questions:

Send RFP questions to Sharon Bowen, at sbowen@gstmiworks.org by August 31, 2023.

Selection Process:

All proposals must be sent via email to Sharon Bowen, at sbowen@gstmiworks.org by September 15, 2023.

Appeal Process:

By submitting a proposal, a bidder agrees to use the GST Michigan Works! Grievance Procedure if they wish to challenge the decision of the Boards, or any part of the procurement process. A copy of the Grievance Procedure is available at the organization website: <http://gstmiworks.org/>.

Proposal Evaluations:

GSTMW will evaluate the proposals based on the following criteria.

- Meets overall specifications – 50 points
- Security guard qualifications and training - 5
- Security guard salary and benefits - 5
- Cost – 40 points

Proposal Instructions and Format:

1. Bidders must respond completely and accurately to all questions and other items calling for information. Failure to do so will subject the proposal to disqualification.
2. Service Narrative: Fully state how you will meet the specifications of security services requested. Include information on any services you are unable to provide. Include information of any enhanced services you propose to provide. Include information on staff qualifications, training, wages, and benefits.
3. Cost Proposal: Specify the cost of proposed services on a monthly and annual basis.

4. The following parts need responses and/or signatures from the bidder:
 - Cover Sheet (Note: signature required)
 - Part I Proposal Offeror Information and Site Information
 - Part II Conflict of Interest Form

USE THIS SHEET AS YOUR PROPOSAL COVER SHEET

**GST MICHIGAN WORKS!
FLINT SERVICE CENTER
SECURITY PROPOSAL**

(Official Name of Organization Submitting Proposal)

does hereby accept all the terms and conditions of the Request for Proposals (RFP), including the RFP stipulations. The bidder also certifies that the information in this proposal is correct to the best of its knowledge and belief and the filing of this proposal has been authorized by the organization submitting the proposal.

The official authorized to bind the organization must sign below:

Signature

Printed Name

Title

Date

PART II

CONFLICT OF INTEREST FORM

Name of Organization

GSTMW BOARDS AND STAFF MEMBERS

Please review the list of GSTMW Board and staff members below. In the space provided, indicate, and describe any business, employment, or family relationships your organization or any staff members of your organization may have with any GSTMW Board members or staff. Indicate any such relationships with any elected official of Genesee, Huron, Lapeer, Sanilac, Shiawassee, and Lapeer Counties. If none, indicate by "N/A".

Workforce Development Board:

Avendt, Scott	Kunisch, Chuck
Baird, Rick	Hipes, Howard
Batistoni, Pete	Lewis-Jennings, Tracie
Brinkman, Mary	Mose, Sandi
Collison, Dennis	Nas, Paula
Ernst, Matt	Panduren, Leanne
Esselink, Robert	Rogers, Lisa
Finkbeiner, Ann	Schlaud, Annette
Fountain, Samantha	Sheppard, Daniel
Gaudet, Dan	Turner, Rafael

Governing Board:

Avery, James	Howell, Gary
Babcock, Mary	Lutz, Bill
Ballard, Roger	Moody, John
Ellenburg, Ellen	Talaski, Todd
Emery, Thomas	Webster, Marlene
Haggadone, Brad	Young, Tom

GSTMW Staff:

Aleck, Deborah	Mendez Conroy, Wendy
Barry, Raymond	Morehead, Roxanne
Beattie, Lincoln	Motter, Laura
Bigelow, Wanda	Nowicki, Deborah
Billiau, Jessica	Osborn, Amanda
Bowen, Sharon	Palmer, Carol
Burns, Jessica	Paxton, Wendy
Condra, Beth	Peabody, Roman
Cook, Kelly	Polmanteer, Stephanie
Diegel, Tori	Powell, Heidi
Finley, Elizabeth	Preston II, Eldon

Franco, Maricela	Rak, Tonya
Grant, Cheryl	Rambow, Treva
Harper, Nancy	Rancour, Greg
Harrison, Gary	Reynolds, Roy
Hernandez Rodriguez, Maria	Rich, Rochelle
Howard-Young, Regina	Ritchie, Jennie
Jeffery, Marcie	Ritz, Dannelle
Kerbyson, Jody	Rock, Sheila
Kinde, Nicole	Schornack, Angel
King Przybysz, Annalisa	Schueler, Christian
Kuenzli, JulAnn	Schumacher, Sarah
Latham II, Erich	Thornthwaite, Cindy
Leslie, Kathy	Tiedeman, Tara
Lewis, Jerome	Tuckey, Richard
Libkie, Angela	Watson, Shakesha
Lorah Hammond, Mary	Webb Adraine
McCreedy, Jill	Woodruff, Katherine
McGee, Michael	Young, Stephon
McGrandy, Shawn	Zambron, Cindy

Relationships: