



**Security Services RFP
Flint Service Center
711 N. Saginaw Street
Flint, MI 48503
January 1, 2027- December 31, 2031**

GST Michigan Works! (GSTMW!) is seeking quotes for Security Services for our American Job Center located in Flint, Michigan. Please contact Sharon Bowen at sbowen@gstmiworks.org with any questions by 5:00 pm, September 11, 2026. Proposals are due to Sharon Bowen at sbowen@gstmiworks.org by 4:00 pm, October 12, 2026.

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.

Section 1: Background & Proposal Instructions

1.1 GST Michigan Works! (GSTMW!)

GSTMW! is a special unit of local government, which 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 Workforce Development Board and a 12-member Governing Board. Administrative offices and all records are located at 3270 Wilson Street, Marlette, MI 48453.

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 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.

Additional information about GSTMW! is available at <https://gstmiworks.org>, including the strategic plan, vision and mission statements, and customer service standards.

1.2 Background and General Information

GSTMW! is seeking proposals from qualified licensed security companies to provide professional security guard services for a commercial office building located at 711 N. Saginaw Street in Flint, Michigan. The successful contractor will provide trained, professional personnel capable of maintaining a safe and welcoming environment while protecting people, property, and assets. 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 comply with the format required by the RFP to be considered. Any and all proposals may be rejected in whole or in 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. GSTMW! reserves the right to rescind this RFP in whole or part.

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, minority-owned businesses, women's business enterprises, and veteran-owned businesses. A Bidder qualifies as a small business firm if it meets the definition of a "small business" as established by the Small Business Administration (13 CFR 121.101 through 121.110). Upon request, GSTMW! will make this RFP available in large print or alternative format to individuals with disabilities. TTY:711.

All bidders must abide by 29 CFR Part 38 – IMPLEMENTATION OF THE NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT, and other federal and/or state statutes prohibiting discrimination in programs, services, and activities.

1.3 Questions

Send RFP questions to Sharon Bowen, at sbowen@gstmiworks.org by 5:00 pm on September 11, 2026.

1.4 Selection Process

All proposals must be sent via email to Sharon Bowen, at sbowen@gstmiworks.org by 4:00 pm on October 12, 2026.

1.5 Appeal Process

By submitting a proposal, a bidder agrees to use GSTMW!'s 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 GSTMW!'s website: <https://gstmiworks.org>.

1.6 Proposal Evaluations

GSTMW! will evaluate the proposals based on the following criteria:

Criteria	Points
Experience and Contractor Qualifications	30
References	10
Staffing Plan and Officer Qualifications	10
Training Program	10
Cost	40
Total	100

1.7 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. Staffing Requirements: The proposal must include the following: number of unarmed officers, shift schedules, relief coverage, vacation coverage, emergency call in procedures, and supervisor availability. Bidders should state how they will meet the requirements of the services requested. Include information on any services bidder cannot provide. Include information of any enhanced services bidder can provide. Include information on qualifications, training, performance standards, contractor overview, and cost.
3. Officer Qualifications: All officers must be licensed under Michigan law, pass criminal background checks, pass drug screening, be legally authorized to work, have excellent customer service skills, have written and verbal communication skills, and receive annual continuing training/education. Preference is for individuals with First Aid/CPR certifications.
4. Bidder Qualifications: The bidder should have the following qualifications: a minimum of five (5) years providing commercial security, experience with office buildings, Michigan security licensing, general liability insurance, worker compensation insurance, and professional liability insurance.
5. Training Requirements: The bidder should provide documentation regarding training in areas such as active shooter response training, fire safety, medical emergencies, emergency procedures, de-escalation, customer service, conflict resolution, report writing, harassment prevention, ADA awareness, and cultural competency.
6. Performance Standards: The bidder must ensure that officers arrive on time, maintain professional appearance, wear proper uniform and identification, treat all occupants and customers respectfully, follow written post orders, complete patrols as scheduled, respond promptly to incidents and maintain accurate reports.
7. Proposal Requirements: Proposals should include a company overview, number of years in business, ownership information, Michigan License Number, insurance certificates, training programs, staffing plan, supervision plan, and three commercial references.
8. Cost Proposal: The bidder must provide pricing for hourly unarmed officer(s), supervisor or administrative fees (if applicable), and optional services, and specify the cost of proposed services on a monthly and annual basis. Proposals should account for anticipated increases in staffing costs over the term of the contract.

9. Bidder responses and/or signatures are required on:
- | | |
|-------------|---|
| Cover Sheet | (Note: signature required) |
| Part I | Bidder Information and Site Information |
| Part II | Conflict of Interest Form |

1.8 Specifications

Building Information

Location: 711 N. Saginaw Street, Flint MI 48503
Building Size: Approximately 75,000 square feet
Occupancy: Commercial Offices
Hours of Operation: Monday-Friday, 8:00 AM to 5:00 PM,
Closed on recognized State of Michigan holidays.
Visitors Per Day: 300-350
Parking: Employee and Visitor Parking 219 spaces

Scope of Services

- One or more unarmed licensed security officers as required.
- Uniformed guard assigned to patrol GSTMW!'s building and adjacent parking lots.
- Security guard will provide services from 8:15 AM until 5:15 PM Monday through Friday, for 40 hours of coverage a week. (Unless a State recognized holiday falls in the week, which is unpaid time.) A one-hour unpaid lunch break is included in that period.
- Monitor entrances and exits on the CCTV.
- Patrol each floor, stairwells, parking lots and grounds, reporting potential hazard and safety issues to the Chief Operations Officer and Director of Human Resources.
- 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 people who are not adhering to safety protocols.
- Security guard will respond to disturbances and escort persons from the building as needed.
- Will be a first responder to emergencies and coordinate with police/fire/EMS.
- Document incidents on GSTMW! forms.

GSTMW! expects the security personnel to support the following Security Reference Guide:

- Smile and greet everyone.
- Stand up straight.
- Ask if you may be of assistance.
- Be an active listener by nodding and holding eye contact.
- Say what you CAN do, not what you cannot do.
- If you do not know the answer, take responsibility, and find the answer.
- Make requests, not demands.
- Speak courteously and never blame others.
- Say goodbye and thank you.
- Be observant of your surroundings and attentive to the security of others.

PROPOSAL COVER SHEET

**GST MICHIGAN WORKS!
SECURITY SERVICES for the
FLINT, MICHIGAN SERVICE CENTER**

(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 I
BIDDER INFORMATION

GENERAL INFORMATION

1. Official Name of Bidding Organization: _____
2. Address: _____
3. Contact Person Information:
Name: _____
Job Title: _____
Email Address: _____
Phone Number: _____
Fax Number: _____
4. Name and Title of Person(s) Authorized to Sign Contract:

5. Type of Organization: ☐ Private for Profit ☐ Private Non-Profit
 ☐ Public Government ☐ Other (specify)
6. Michigan License Number: _____
7. Service Narrative: State how the organization will meet the specifications of the security services requested. Include information on any services the organization is unable to provide. Include information of any enhanced services proposed. (Add additional pages as needed).

✓ Staffing Requirements:
✓ Officer Qualifications:
✓ Bidder Qualifications:
✓ Training Requirements:
✓ Performance Standards:
✓ Proposal Requirements:
✓ Additional information:
8. Cost Proposal: Proposals should account for anticipated increases in staffing costs over the term of the contract. (Add additional pages as needed).

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 Tuscola counties. If none, indicate by "N/A."

Workforce Development Board:

Baird, Rick	Mosier, Brianna
Batistoni, Pete	Nas, Paula
Brinkman, Mary	Panduren, Leanne
Byers, Kimberly	Prill, Yvonne
Gasso, Rachelle	Rogers, Lisa
Gaudet, Dan	Shelton, Mary
Gutierrez, Madison	Sheppard, Daniel
Kunisch, Chuck	Turner, Rafael
Hartwell, John	Witt, Janie
Lewis-Jennings, Tracie	Zahn, Correen
Mose, Sandi	

Governing Board:

Avery, James	Howell, Gary
Babcock, Mary	Khoury, Sami
Ballard, Roger	Koch, Matthew
Brodeur, Greg	Lutz, Bill
Haggadone, Brad	Moody, John

GSTMW! Staff:

Aleck, Deborah	Kerbyson, Jody	Powell, Heidi
Barry, Raymond	Kluger, Katherine	Rak, Tonya
Beattie, Lincoln Scott	Kuenzli, JulAnn	Rambow, Treva
Billiau, Jessica	Latham II, Erich	Rancour, Gregory
Bowen, Sharon	Libkie, Angela	Reynolds, Roy
Burns, Jessica	Lorah Hammond, Mary	Rich, Rochelle
Byrnes, Holly	Mays, Cora	Ritz, Dannelle
Chrismer, Katrina	Mays, Reginald	Rock, Sheila
Chrivia, Joleen	McGee, Michael	Sadler, Bartlett
Condra, Elizabeth	McGrandy, Shawn	Schornack, Angel
Conley, Olivia	McKellar, Skylar	Schueler, Christian
Cook, Kelly	Mendez Conroy, Wendy	Shantz, Emma
Diegel, Tori	Morato Williams, Patricia	Thornthwaite, Cindy
Engelhard, Amy	Morehead, Roxanne	Thrall, Amanda
Grant, Cheryl	Morrison, Hunter	Watson, Shakesha
Harper, Nancy	Morrison, Jacelee	Willcox, Haymet
Hernandez Rodriguez, Maria	Motter, Laura	Woodward, Genna
Jeffery, Marcie	Nowicki, Deborah	Young, Stephon
Johnson, John	Paxton, Wendy	Zambron, Cindy
Junga, Amanda	Peabody, Roman	

Relationships: