



We Strive to Enhance Lives,  
Build on Strengths and  
Create Community.

## **LOUISVILLE METRO HOUSING AUTHORITY**

3223 S. Seventh Street Road

Louisville, KY 40216

(502) 569-6693

**PROPOSAL #1568**

**UNARMED UNIFORMED SECURITY SERVICES**

POSTED DATE: 06/21/2022

OPEN DATE: 06/28/2022 @ 10 a.m.

ADVERTISEMENT FOR BID

THE LOUISVILLE METRO HOUSING AUTHORITY WILL ACCEPT SEALED PROPOSALS FOR:

Proposal #1568

UNARMED UNIFORMED SECURITY SERVICES

**BID PROPOSALS WILL BE ACCEPTED UNTIL 10:00 A.M. ON: 06/28/2022**

SPECIFICATIONS ON THE ABOVE-MENTIONED PROPOSAL MAY BE EXAMINED AT THE LOUISVILLE METRO HOUSING AUTHORITY'S WEBSITE AT [LMHA1.ORG](http://LMHA1.ORG) UNDER BID OPPORTUNITIES. ONCE THERE, PLEASE FOLLOW THE LINK TO THE HOUSING AGENCY MARKETPLACE TO REGISTER YOUR COMPANY.

**LMHA OPTIONS**

LMHA reserves the right to cancel this RFP or to reject in whole or part all proposals received in response to this RFP, upon its determination that such cancellation or rejection is in the best interest of LMHA. LMHA further reserves the right to waive any minor informalities of the failure of any offeror to comply therewith if it is in the public interest to do so. LMHA will pay no compensation to any proposer for any cost related to preparation or submittal of this proposal.

LMHA will reject the proposal of any offeror who is debarred by the U.S. Department of Housing and Urban Development (HUD) from providing services to public housing authorities and reserves the right to reject the proposal of any offeror who has previously failed to perform any contract properly for LMHA.

The determination of the criteria and process whereby proposals are evaluated and the decision as to who shall receive a contract award shall be at the sole and absolute discretion of LMHA.

**THE LOUISVILLE METRO HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER**

STEVEN WEBB

PURCHASING AGENT, LMHA

OPENING DATE: 06/14/2022

OPENING TIME: 10:00 A.M.

PROPOSAL #1568

TITLE: UNARMED UNIFORMED SECURITY SERVICES

Please submit your firm quotation for the labor, material, equipment, or supplies listed in the attached specification. Bidders are to give a complete description if they are quoting on an "equal to" the brand specified by the Louisville Metro Housing Authority.

The Louisville Metro Housing Authority is exempt from Federal Excise Tax and State Sales Tax. Exemption certificates for either of these taxes will be furnished to the successful bidder.

The Louisville Metro Housing Authority reserves the right to reject and or all bids and/or to accept any bid submitted on a "per-item" basis.

All bids and quotations will remain firm for **ninety (90) days**

**BIDDERS MUST ACKNOWLEDGE THE NON-COLLUSIVE AFFIDAVIT**

The bids on this proposal will be publicly opened in the office of the Louisville Metro Housing Authority's Purchasing Department located at: 3223 South 7<sup>th</sup> Street Road Louisville, KY 40216 on the date and time specified above. Bidders must acknowledge the attached applicable special conditions.

**NOTICE**

**THREE (3) signed copies, one marked original and two marked copies of the bid documents shall be enclosed in the envelope which shall be sealed and clearly labeled "Bid Documents," to guard against any opening prior to the opening time stated above. The bidder shall also be responsible for placing the firms name, proposal number, and opening date and time on the outside of the envelope.**

**FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION**

**Bid proposals shall be addressed to:**

Louisville Metro Housing Authority

Attn: Steven Webb

3223 South 7<sup>th</sup> Street Road

Louisville, KY 40216

NON-COLLUSIVE AFFIDAVIT

State of \_\_\_\_\_)

County of \_\_\_\_\_) SS.

\_\_\_\_\_, being first duly sworn, deposes and states:

That he/she \_\_\_\_\_ (a partner or officer of the firm of)

The party making the forgoing proposal or bid, that such proposal or bid is genuine and not collusive or a sham, that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding. Also has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the bid price of affiant or of any other bidder. To fix any overhead, profit, or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Louisville Metro Housing Authority or any person interested in the proposed contract, and that all statements in said proposal or bid are true.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Bidder - if the bidder is an individual

Partner – if the bidder is a partnership

Officer – if the bidder is a corporation

Subscribed and Sworn Before me: \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 2022

My Commission expires \_\_\_\_\_, 2022

**OPENING DATE INSTRUCTIONS**

The opening may be viewed via a Zoom Meeting on 06/28/2022 at 10:00 A.M. EST

Meeting ID: 860 3040 3611

Password: 146601

## SPECIFICATIONS FOR UNARMED UNIFORMED SECURITY SERVICES

AT

LOUISVILLE METRO HOUSING AUTHORITY (LMHA)

BID PROPOSAL #1568

The Louisville Metro Housing Authority invites sealed bids for UNARMED Uniformed Security Services at Dosker Manor, Avenue Plaza, St Catherine Court, Will E. Seay Plaza, Lourdes Hall, United Building, and at other LMHA locations on an as needed basis in accordance with the provisions, specifications, and bidding instructions set forth in this Invitation for Bid. **Bids will be received by the Louisville Metro Housing Authority, Purchasing Department, located at 3223 S. Seventh Street Road, Louisville, Kentucky 40216 until 10:00 am EST on 28 June 2022 at which time they will be opened and publicly read.** The only information that will be provided at the time of the bid opening is the bidders price and verification of submittal of required bid forms. Any request for review of bid information must be made in writing to the Purchasing Agent. **At no time will any bidder's financial information be released. Late bids will not be considered.**

### SITE INSPECTION

Bidders should visit the site and familiarize themselves with any conditions which may affect performance and bid prices. Submission of a bid will be prima facie evidence that the bidder did in fact make a site inspection and is aware of all conditions affecting performance and bid prices. Please contact Matthew Swain at [mswain@lmha1.org](mailto:mswain@lmha1.org) to arrange for a site inspection.

### METHOD OF PAYMENT

Payment to be made from contractor's invoice, submitted to cover services performed during the billing period. Invoices must contain the purchase order number under which the contract is awarded.

### PARTIAL PAYMENTS

Contractor shall not charge the Louisville Metro Housing Authority a fee for scheduling service. The total number of hours of the unarmed uniformed security guards are set forth in Attachment A. The contractor shall be responsible for all schedules as designated by the Louisville Metro Housing Authority, at the sole discretion of the Louisville Metro Housing Authority.

INSURANCE

Contractor, performing as an independent contractor, hereunder, shall be fully responsible for providing Workman's Compensation and Commercial General Liability coverage as follows:

<u>Type of Insurance</u>	<u>Limits of Liability (minimum)</u>
Workman's Compensation	Statutory
Employers Liability	\$500,000.00 (each accident)
Commercial General Liability	\$1,000,000.00 combined single limit
Comprehensive Form	
Premises Operations	
Explosion and Collapse Hazard	
Underground Hazard	
Products/Completed Operations Hazard	
Contractual Insurance	
Broad Form Property Damage	
Independent Contractors	

Automobile Liability

*\*As required by KRS 304.39-110.*

The Louisville Metro Housing Authority shall have no responsibility of liability for such insurance coverage.

Contractor must provide a certificate of insurance compliance within fifteen calendar days after notification of award. The Louisville Metro Housing Authority must be notified 30 days in advance of insurance cancelation or termination. **Certificate must include name and address of the insurance company (must be authorized by the Insurance Department of Kentucky to transact business in the State of Kentucky or be named on the approved listing of non-admitted insurers), policy number, and liability coverage and amounts.**

CONTRACTORS PERFORMANCE

Contractor shall furnish all necessary labor, tools, equipment, and supplies to perform the required services at the Louisville Metro Housing Authority facilities designated. The Louisville Metro Housing Authority's designated representative will decide all questions which may arise as to the quality and acceptability of any work performed under the contract. If in the opinion of the Louisville Metro Housing Authority's authorized representative, performance becomes unsatisfactory, the Louisville Metro Housing Authority shall notify the contractor.

The contractor will have (1) one day from that time to correct any specific instances of unsatisfactory performance. In the event the unsatisfactory performance is not corrected within the time specified above, the Louisville Metro Housing Authority shall have the immediate right to complete the work to its satisfaction and shall deduct the cost to cover from any balances due or to become due to the contractor. Repeated incidence of unsatisfactory performance may result in cancellation of the agreement for default.

#### SUSPENSION OF WORK

The Louisville Metro Housing Authority and the Manager of OSHA/Security and Investigations reserves the right to suspend the work wholly or in part if deemed necessary for the best interest of the Louisville Metro Housing Authority. This suspension will be without compensation to the contractor other than to adjust the contract completion/delivery requirements.

#### HOURS OF WORK

All work under this contract shall be coordinated with the LMHA Manager of OSHA/Security and Investigations. Any changes to the established schedule must have prior approval of the LMHA Manager of OSHA/Security and Investigations.

#### SUBCONTRACTING

The contractor agrees not to assign or subcontract any of the work or obligations required under this agreement unless contractor first obtains the written consent of the Louisville Metro Housing Authority, which may be held for good cause.

Nothing contained in the specification shall be construed as creating any contractual relationship between any subcontractor and the Louisville Metro Housing Authority.

Contractors shall be fully responsible to the Louisville Metro Housing Authority for the acts and omissions of persons directly employed or of any subcontractor.

This bidding process is for a security company to provide Uniformed Security Officers for the following Louisville Metro Housing Authority (LMHA) locations: Dosker Manor, Avenue Plaza, St Catherine Court, Will E. Seay Plaza, Lourdes Hall, United Building, and at other LMHA locations on an as needed basis

#### SCOPE OF SERVICES

The CONTRACTOR shall be responsible for the following areas:

1. Facility staffing and patrols
2. Security management and reporting
3. Security training of all personnel, as coordinated and approved by LMHA Management
4. Checking assigned alarm systems
5. Daily security operations
6. Monitoring the surveillance systems (CCTV)



## GENERAL POLICIES, REQUIREMENTS, and DEFINITIONS

1. All static security posts shall be provided a means of communication with the contracted sworn security at Dosker Manor
2. All security personnel are responsible for reporting any equipment malfunction, alarm condition, suspicious activity to the Account Manager will in turn forward the information to the LMHA Manager of Safety/Security and Investigations
3. Security coverage area shall include, but is not limited to, the LMHA facilities listed in this contract, to include the grounds upon, and within direct correlation to, including any attached street, right-of-way, passage, pedestrian way, or alley that is owned by Louisville Metro Housing Authority
4. All security personnel will be formally trained as first responders (adult first aid, CPR/AED)
5. All security personnel assigned to this CONTRACT are responsible for the cleanliness of their assigned area(s)
6. NO cellphone or personal electronics to be used while on duty unless for official business

## STANDARDS OF PERFORMANCE

LMHA retains the right to add/eliminate any type of employee position by the Contractor (i.e., Security Guard, Fire Watch, Account Manager, etc.)

LMHA retains the right to hire from the Contractor for any position(s), at any time that such a position is posted according to our Human Resources guidelines for all public citizens.

Vendor shall not require "No Compete" clause for employees on this CONTRACT

## CLASSIFICATIONS

This section will cover all types of security personnel for the CONTRACT and all requirements that shall be met for compliance of CONTRACT at the time of bid. The Contractor shall obey all local, state, and federal laws. The Contractor shall provide the following types of employees:

1. Account Manager

This position will have the responsibilities for being responsible for managing, coordinating, and training security personnel. The Account Manager shall continue to monitor and visit all facilities as directed where security personnel are assigned to ensure personnel follow prescribed duties. Account Manager shall have a minimum of three (3) years' experience in the security industry and one (1) year experience of managing a single (resolute) security contract of at least nine hundred hours weekly. This person shall not have been convicted of any felony nation-wide, as well as be fully knowledgeable of computer systems to include Surveillance, Access Control, and Windows-based office systems.

In addition, this position shall:

- a) Be "on call" twenty-four (24) hours per day, seven (7) days per week to this Contract
- b) Serve as the liaison between LMHA, the Contractor, and security personnel
- c) Shall not be assigned any duties other than those involving security services in Louisville Metro facilities
- d) Be responsible for all operations, equipment, training, and reporting requirements
- e) Not be used to fill-in for any uncovered shift of position, unless approved/directed by the LMHA Manager OSHA/Security and Investigations
- f) Supervise and monitor work of subordinate personnel
- g) Wear professional business attire or prescribed security uniform

## 2. Security Guard (SG)

This position will have the responsibilities for being assigned to a specific post within LMHA. The SG will be a fully trained security guard with a minimum of two (2) year experience and shall not have been convicted of any felony nation-wide.

In addition, this position shall:

- a) Be trained in the proper procedures for security services for the areas assigned
- b) Be knowledgeable of operating instructions for assigned post
- c) Maintain all assigned equipment
- d) Be alert on post until properly relieved
- e) Visually screen visitors for any unauthorized items
- f) Be polite, courteous, and hospitable in demeanor while dealing with customers, including but not limited to tenants, and the public, while being professional in appearance, and keep their post clean and neat
- g) Be hospitable in demeanor and professional in appearance, and keep their post clean and neat
- h) Be physically fit to respond to emergencies (i.e., walking, running, climbing)
- i) Be knowledgeable of Windows Office programs as well as CCTV equipment
- j) Wear prescribed/approved uniforms

## 3 Fire Watch Guard (FWG)

This position will have the responsibilities of being assigned to a general area within LMHA. The FWG will be a fully trained Security Guard with a minimum of one (1) year security experience. Fire Watch Guard shall not have been convicted of any felony nation-wide.

In addition, this position shall:

- a) Members of a fire watch must regularly and thoroughly check all parts of a building that are affected by the fire alarm and sprinkler failures (at least once an hour). This includes attics, crawl spaces, storage rooms, resident rooms, employee break rooms and concealed areas. Watchers are required to keep a log sheet of the rounds they make while on fire watch. The log is usually kept in a central location to make it easily accessible and to verify that it is not being tampered with.
- b) Fire watchers should be familiar with the buildings and equipment they are watching. In addition to the facility's established fire emergency plan, watchers should know where manual fire alarm stations and fire protection equipment are located and be able to use them if necessary. Fire watch personnel must also be able to use

communication devices, such as walkie-talkies and be trained on filling out fire watch log sheets. Any person who meets these criteria may be a fire watcher. During a fire watch, however, a fire watcher's only job should be maintaining the fire watch.

- c) Be trained in the proper procedures for security services for the areas assigned
- d) Maintain all assigned equipment
- e) Be alert on post until properly relieved
- f) Be knowledgeable of operating instructions for assigned post
- g) Be hospitable in demeanor and professional in appearance
- h) Be physically fit to accomplish assigned duties
- i) Be alert for any suspicious activity or placement of any object that may present a hazard or threat
- j) Wear prescribed/approved uniforms

### REGULATORY REQUIREMENTS

All Federal, State, and Local building and safety codes are to be adhered to. It is the contractor's responsibility to ensure that all current code requirements have been met.

### CONTRACTOR REQUIREMENTS

#### Certifications and Training

The Contractor shall be responsible for all actions in certifying and training in the following, but not limited to:

- a) Adult First Aid\*
- b) Adult CPR/AED\*
- c) Blood borne pathogen (OSHA Standard 1910.1030, as well as offering Hepatitis B vaccination as required by law)

\*First aid, CPR/AED training as prescribed by either the American Red Cross or American Heart Association

Note: Vendor shall provide LMHA with documentation of all training certifications

### EQUIPMENT AND PROCEDURES

#### 1. General

Contractor shall assure LMHA that Contractor will repair or replace at its cost any LMHA owned equipment which is damaged or lost through abuse or neglect by the Contractor's personnel. LMHA shall provide phone(s) at permanent Guard Stations and a LMHA computer/monitor.

#### 2. Communication Equipment

Contractor is responsible for maintaining issued equipment in like condition as it was issued. Contractor will repair or replace, at Contractor's expense, any equipment that is deemed damaged or lost because of negligence or abuse of any of the contractor's employees.

## UNIFORMS

Contractor shall provide clean, security uniforms that are appropriate for the season. Uniforms shall be approved by LMHA Manager OSHA/Security and Investigations. Contractor shall assume all expense for the uniform purchase/rental, to include replacement and cleaning. LMHA will approve all identifying logos and accouterments, to include placement of same, on uniforms. Security personnel will wear their uniforms while on duty. No other apparel is acceptable. Contents of this requirement shall be followed by all employees of Contractor. If there is any LMHA furnished article that is deemed necessary for the performance of security duties, LMHA shall provide such items.

Each security officer shall:

1. Be in approved uniform while on duty, or conducting LMHA business, unless directed by the LMHA Manager Safety/Security and Investigations
2. Wear all badges, identification cards, and required equipment
3. Present themselves in a neat, clean, and professional image while on duty

All equipment, and any other item issued by LMHA remains property of Louisville Metro Housing Authority and will be returned or surrendered upon request by the LMHA Manager OSHA/Security and Investigations, or upon termination, separation, or reassignment of security personnel. Any item not returned/surrendered shall be paid for by Contractor.

Unauthorized/improper use, wearing, or handling of LMHA property or components of same, shall be subject to review for termination of CONTRACT.

## TRAINING

The Contractor shall be responsible for the management, availability, presence, and supervision of security personnel. The Contractor shall provide LMHA evidence of Contractor's ability to provide backup or replacement personnel as needed. The Contractor shall provide properly trained personnel capable of reading, writing, and communicating in fluent English. The Contractor shall be responsible for all employees' training. Having at least one bi-lingual employee fluent in Spanish is highly desirable.

There may be times when LMHA provides public service information for distribution to the public. Security personnel are expected to present this information in a positive and professional manner, free from opinion or bias.

Contractor is to train its personnel to write concise, detailed, and thorough reports. Reports should include date, time, place, personnel involved, nature of incident, personnel notified, and actions taken. A copy of each incident report will be kept at the Security Office and forwarded to the Manager OSHA/Security and Investigations each duty day.

Contractor shall also train its personnel to interact with the public. They shall be trained in how to interact with persons with disabilities (physical, mental, etc.), as well as how to gather information needed to complete incident reports. At no time shall a Contractor employee attempt to give legal or medical advice.

## ASSISTING LMHA PERSONNEL

The Contractor and LMHA employees need to work together to ensure a safe and efficient workplace for all personnel. This is manifested most often while assisting in the identification and notification of maintenance, safety, and security issues.

Specifically, security personnel shall:

1. Not receive any cash, gifts, or anything of value associated with any positions within the facilities they provide security for – this includes handling, collecting, and distributing
2. Not run errands, perform favors or anything of a personal nature for any LMHA employee or citizen if not considered a security function cleared by the Contract Account Manager or LMHA Manager of OSHA/Security and Investigations.
3. Not engage into any private business act, duty, or information with any Metro personnel or citizen while on duty or in uniform

## REPORTING

Contractor is responsible for establishing a reporting system that meets the needs of LMHA. Any cost for producing requested reports will be absorbed by the Contractor at no cost to LMHA. LMHA may modify any reporting procedures at no charge. Any time there is a Police or Fire Department response on LMHA property, LMHA Property Management will be immediately notified.

**There should never be a situation where LMHA personnel (i.e., Maintenance Supervisor, Property Manager, etc.) have not been notified of an incident that occurs on LMHA property – this would be grounds for Contract termination with associated liquidated damages.**

The following is a list of the types of reports required and shall be submitted to the LMHA Manager OSHA/Security and Investigations no later than 8:00 am every business day.

1. Shift Reports – shall be accomplished for each post, each shift; will include, but is not limited to:
  - a. Doors – secured/unsecured
  - b. Lights – operable/inoperable
  - b. General – exterior lights, inspection of grounds, windows, alarm systems, leaks, running water, graffiti, vandalism, and safety hazards
  - c. Any Police or Fire Department action that occurs on Metro property
2. Incident Reports – Shall be accomplished whenever damage, theft, threats, or anything out of the ordinary occurs. Incident Reports shall include, but is not limited to:
  - a. Date/time
  - b. Location
  - c. Nature of Incident
  - d. Name of Person(s) reporting incident
  - e. Name of security guard initiating report
  - f. Details of incident and who has been notified
  - g. Actions taken

Note: It is the Contractor's responsibility to submit bi-monthly invoices, along with an employee register, which provides actual hourly wages paid to each employee

## TERMS OF CONTRACT

The terms of this agreement are for a (1) one year period with a yearly renewal option for up to an additional (4) four years.

## FUNDING OUT CLAUSE

If funds are not appropriated or otherwise made available to support the contract continuations in any fiscal years, LMHA shall have the right to terminate the contract without any obligation or penalty.

## TERMINATIONS

Terminations for Convenience: LMHA may terminate a contract in whole or in part without showing cause, upon giving written notice to the contractor. LMHA shall pay all reasonable costs incurred by the contractor up to the date of termination. The contractor will not be reimbursed for any anticipatory profits which have not been earned up to the date of termination.

Termination for Default: When the contractor has not performed or unsatisfactorily performed the contract, payment shall be withheld at the discretion of LMHA. Failure on the part of a contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the contractor is not entitled to any costs incurred by the contractor up to the date of termination.

## SECURITY COVERAGE AND PATROL SCHEDULES

The Contractor shall be responsible for all security interactions for all facilities, including but not limited to, guarding the premises against fire, theft, pilferage, malicious injury, damage, and destruction//permitting only authorized personnel to enter premises//making tours of the premises and when so instructed, controlling traffic.

A listing of current security coverage requirements is shown in proposal price form ATTACHMENT A. This shows facilities, type of position, and hours of staffing.

LMHA reserves the right to add or delete any location, position, revise schedules, increase/delete coverage in any facility with compensations being increased/decreased accordingly. ANTICIPATED "additional coverage" hours are estimated at 1000 hours annually. If Louisville Metro Housing Authority elects to delete a location from the Contractor's coverage, LMHA has the right to hire another firm for that location if Louisville Metro Housing Authority provides a ten (10) day written notice.

In the event that the required number of security personnel are not present for work at the beginning of any shift of an employee is not able to fulfill their duties, due to illness, injury, intoxication or other such occurrence which would preclude adequate coverage and protection for LMHA facilities, the Contractor has fifteen (15) minutes to immediately assign the Account Manager or other Security Officer to temporarily cover any uncovered position until a replacement is provided. The Contractor will be allowed two (2) hours to provide a permanent replacement. The Contractor shall advise LMHA Manager of OSHA/Security and Investigations as soon as this situation is known.

After the first hour of insufficient staffing, the number of billable hours charged to LMHA shall be reduced by an amount equal to the normal hourly bill rated of each absent person for each hour that said person is not performing their duties under this agreement.

#### SPECIAL EVENTS SECURITY NEEDS

LMHA anticipates that there are several times a year when security coverage will be altered for special events/holidays, as well as civil disturbance and inclement weather. Sometimes there will be very little, if any, notice given. LMHA will make every attempt to provide as much information available, as far in advance as possible, and will provide updates to coverage schedules as they occur. Contractor will provide LMHA Manager of Safety/Security and Investigations with confirmation of any schedule changes. All OVERTIME and SPECIAL COVERAGE shall be billed at the normal bill rate if LMHA has provided at least 72 hours' notice. If 72 hours is not/cannot be given, then billing shall be at the overtime rate for the first 72 hours, then billing shall revert to the normal billing rate thereafter

#### HOLIDAYS

Recognized LMHA holidays as follows:

New Year's Day	Martin Luther King Jr. Birthday
Memorial Day	Juneteenth
Independence Day	Labor Day
Thanksgiving	Christmas Day
Day after Thanksgiving	

\*Actual dates of observation are subject to change annually

## ATTACHMENT A

Louisville Metro Housing Authority is looking to contract with a security company to provide uniformed security officers to *uniformed security services* at Dosker Manor, Avenue Plaza, St Catherine Court, Will E. Seay Plaza, Lourdes Hall, United Building, and at other LMHA locations on an as needed basis. The specific location and hours are as follows:

### **DOSKER MANOR – 413 East Muhammed Ali Blvd, Louisville, Kentucky 40203**

- Three (3) Uniformed Security Guards: (Buildings A, B, & C)
- One (1) Uniformed Security Guards: Foot Patrol/Relief
- Security coverage 24 hours per day, 7 days per week
- One (1) Uniformed Security Guard: Foot Patrol/Relief: 7 days per week (2100-0500 hrs.)

### **AVENUE PLAZA – 400 S 8<sup>th</sup> St. Louisville, Ky 40203**

- One (1) Uniformed Security Guard
- Security coverage 24 hours per day, 7 days a week
- One (1) Uniformed Security Guard: Foot Patrol/Relief: 7 days per week (2100-0500 hrs.)

### **ST CATHERINE COURT – 1114 S. 4<sup>th</sup> St. Louisville, Ky 40203**

- One (1) Uniformed Security Guard
- Security coverage 24 hours per day, 7 days a week
- One (1) Uniformed Security Guard: Foot Patrol/Relief: 7 days per week (2100-0500 hrs.)

### **WILL E. SEAY PLAZA – 4314 Bishop Lane, Louisville, Ky 40218**

- One (1) Uniformed Security Guard
- Security coverage 24 hours per day, 7 days a week
- One (1) Uniformed Security Guard: Foot Patrol/Relief: 7 days per week (2100-0500 hrs.)

### **LOURDES HALL – 735 Eastern Parkway, Louisville, Ky 40217**

- One (1) Uniformed Security Guard
- Security coverage 7 days per week (1600-0400 hrs.)

### **UNITED BUILDING (Section 8) – 630 S. 7<sup>th</sup> St. Louisville, Ky 40203**

- One (1) Uniformed Security Guard
- Security Coverage 9 hours per day, Monday – Friday (8:00 am – 5:00 pm)



Rate per hour for Uniformed Security Officer: \_\_\_\_\_

**Bidders Must Complete This Form**

Firm Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Signed By: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluation Criteria Used for Award of Contract

Interested security firms must submit a letter of interest demonstrating an understanding of the required services, evidence of an ability to perform the work, a list of references, and a demonstration of the respondent's experience and background in performing work of this nature.

In evaluating proposals, the Louisville Metro Housing Authority will use the following criteria and the following point:

1. Qualifications and experience of the security firm. (Up to 50 points)
2. Fees (up to 40 points)
3. Assurance of the firm's ability to complete the assigned services. (Up to 10 points)

**All attached forms and Affidavits must be completed.**