

QUOTATIONS FOR SMALL PURCHASES (QSP)

QSP NO. 2024-003

Date: 7/08/2024

Project Description: Security Guard Service for HACR Main Office

Location: 5555 Arlington Avenue, Riverside CA 92504

QSP INFORMATION AT A GLANCE

CONTACT PERSON FOR QUESTIONS/INTERPRETATIONS:	George Eliseo, Contracting Officer 5555 Arlington Ave. Riverside, CA 92504 Phone: (951) 955-6405 Email: gceliseo@rivco.org
HOW TO OBTAIN THE QSP DOCUMENTS:	1. Access the website: www.harivco.org 2. Scroll down and select: QSP 2024-003: Security Guard Service for HACR Main Office 3. Download the QSP
HOW TO FULLY RESPOND TO THIS QSP BY SUBMITTING A QUOTE:	Quoter's must submit proposed pricing where provided on the last page of this form (Scope of Work & Form of Quote form) only . HACR will accept the executed Scope of Work & Form of Quote form in person, by fax, email (preferred – scanned as a .pdf file) or by US Mail ONLY . HACR will NOT accept proposed pricing verbally or by telephone.
SERVICE LOCATION:	5555 Arlington Ave. Riverside CA 92504
QSP DEADLINE (DUE DATE)	Monday, July 22, 2024 at 5:00 PM
NOTE: HACR reserves the right to deviate from this timeline and/or modify the Scope of Work at any time!	Notices of any such decisions or modifications will be located at: www.harivco.org

INTRODUCTION: The Housing Authority of the County of Riverside (HACR) is seeking quotes from qualified, licensed, and bonded entities to provide unarmed security guard services at their main office in Riverside CA.

- 1.0 **HACR CONTACT:** All questions pertaining to this QSP shall be addressed to George Eliseo (hereinafter, the Contracting Officer or CO), 5555 Arlington Avenue, Riverside, CA 92504, Telephone: (951) 955-6405; Email: gceliseo@rivco.org
- 2.0 **APPLICABILITY:** By submitting a quote to HACR, the firm or individual doing so (hereinafter, "the Quoter") is automatically agreeing to abide by all terms and conditions listed herein.
- 3.0 **HACR RESERVATION OF RIGHTS:**
 - 3.1 Reject any or all quotes, to waive any informalities in the QSP process, or to terminate the QSP process at any time, if deemed by HACR to be in the best interest of HACR, in its sole and absolute discretion;
 - 3.2 Terminate a contract awarded pursuant to this QSP at any time for its convenience upon delivery of a written notice within ten (10) calendar days to the apparent or successful

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Quoter;

- 3.3 Determine the days, hours and locations that the successful Quoter shall provide the items or services called for in this QSP;
- 3.4 Reject and not consider any quote that does not, in the opinion of the CC, meet the requirements of this QSP, including, but not necessarily limited to: incomplete quotes, offering of alternate items or services (not including "or equivalent" items), or non-requested items or services.
- 4.0 **QUOTER'S RESPONSIBILITY:** Each Quoter must carefully review and comply with all instructions provided herein, and those provided within any named attachments or addenda.
- 5.0 **PERFORMANCE TERM:** The Term of Service shall be for one (1) year with option to renew for four more years, in one- or two-year increments.
- 6.0 **DEADLINE:** Each Quoter shall submit their proposed costs, prior to the posted deadline. Whereas this is an informal solicitation process, HACR reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of the CO, it is in the best interests of HACR to do so, in his sole and absolute discretion.
- 7.0 **QUANTITIES (if applicable):** All quantities entered within the preceding table (if applicable) and within the corresponding pricing items are for calculating purposes only. As may be further detailed herein, HACR does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this QSP. HACR shall retain one contractor only and shall retain the right to order from that contractor (successful Quoter), on a task order basis, any amount of services or items that HACR requires during the ensuing contract period. This means that if HACR decides that it is in its best interests to delete from the ensuing contract any quantities or work from the following table, then HACR has the right, in its sole and absolute discretion, to do so at any time during the contract period.
- 8.0 **HOLD PRICES/NON-ESCALATION:** By submitting a quote, and whereas the quote sum submitted is a firm-fixed quote, each Quoter thereby agrees to "hold" and not increase the proposed quote during the term of this solicitation and for ninety (90) days thereafter.
- 9.0 **CONTRACT AND AWARD CONDITIONS:**
- 9.1 **PURCHASE ORDER (PO):** HACR will procure the applicable goods or services by issuance of a PO (which shall have the same meaning as a "contract"). PO's will be issued on an as-needed basis only. By submitting a quote, the successful Quoter thereby agrees to confirm receipt of the PO in the manner directed by HACR.
- 9.2 **AWARD CRITERIA:** If an award is completed pursuant to this QSP, and unless otherwise instructed in writing by the CO, the award shall be made to the responsive and responsible Quoter that submits the lowest cost. The results of the solicitation will not be

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released until the contract is executed between HACR and the lowest responsive and responsible Quoter.

9.3 **CONTRACT FORM:** By completing, executing, and submitting the Form of Quote, (last page), the proposer is thereby agreeing to “abide by all terms and conditions pertaining to this QSP as issued by HACR, in hard copy, including an agreement to execute the Sample Contract form or any other form substantially approved as to form and substance by HACR.” A copy of the Sample Contract will be made available to any Quoter upon written request.

9.4 **SCOPE OF WORK:** All Technical Specifications or Scope of Work listed within the subject HACR contract will generally be the same as listed within this QSP’s Scope of Service & Form of Quote. Any Quoter that believes the listed or Scope of Service is unreasonable or incomplete shall address such issues with the CO or designee, in writing during the solicitation period, prior to the posted deadline. Once the deadline has passed, revision of the specifications set forth will not occur (no negotiations after the quote submittal deadline).

10.0 **INVALID OR ALTERNATE QUOTES:** Failure to complete and submit all required information, or to add any additional requirements not acceptable to HACR, may invalidate the quote submitted. Furthermore, HACR shall reserve the right to reject, without consideration, alternate quotes, meaning those that do not meet the requirements of this QSP.

11.0 **QUOTE COSTS:** There shall be no obligation for HACR to compensate any Quoter or prospective Quoter for any costs that they may incur in responding to this QSP.

12.0 **ALL INCLUSIVE:** Each quoted sum submitted shall include all costs, including but not limited to: sales tax, shipping, delivery, recordation, reprographic, mailings, inspections, and/or completion or assembly of the specified product or services at HACR site or location, as specified within this QSP or on the PO issued. HACR will not pay any additional costs above those quoted on the Scope of Service & Form of Quote form.

13.0 **ASSIGNMENT OF PERSONNEL:** HACR shall retain the right to demand and receive a change in personnel assigned by the successful Quoter to provide services to HACR if HACR believes that such change is in the best interest of HACR and the completion of the work or provision of the items.

14.0 **UNAUTHORIZED SUB-CONTRACTING PROHIBITED:** The Successful Quoter shall not assign any right, nor delegate any duty for the work proposed pursuant to this QSP (including, but not limited to, selling or transferring the ensuing PO or contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the PO or the contract with HACR.

15.0 **RESERVED**

16.0 **LICENSING AND INSURANCE REQUIREMENTS:** Prior to award (but **not** as a part of the quote submission) the *Successful Quoter* will be required to provide the following proofs of insurance,

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if applicable to the Service and Quoter's profession and the Scope of Service to complete the Project:

16.1 WORKERS' COMPENSATION:

If the Quoter has employees as defined by the State of California, the Quoter shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside.

16.2 COMMERCIAL GENERAL LIABILITY:

Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of Quoter's performance of its obligations hereunder. Policy shall name HACR as Additional Insured. Policy's limit of liability shall not be less than \$2,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.

16.3 VEHICLE LIABILITY:

If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then Quoter shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name HACR as Additional Insured.

16.4 The Quoter shall possess all of the required state and local licenses, and certifications required to perform work of the type required by this QSP in the ***State of California, and the County of Riverside***, and provide a copy of the Quoter's business license or certificate of qualification, allowing that entity to provide such services within the State of California.

16.5 LICENSE:

A copy of the Quoter's license issued by the State of California BSIS (Bureau of Security and Investigative Services) allowing the Quoter to provide the security guard services detailed herein. To be considered, a potential bidder must have a valid BSIS license, as required under provisions of the California Business and Professions Code Section 7582.1, for work covered in its bid when a bid is submitted. All security guards employed by the Quoter shall be licensed as required by the State of California (guard card) and the license shall be current and in good standing.

17.0 DOCUMENTS THAT APPLY TO THIS QSP:

17.1 Form of Quote

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- 17.2 HACR reserves the right to require the successful Quoter to utilize any form required by HACR to complete the required work and by submitting their quote, each Quoter/Contractor agrees to do so at no additional charge.
- 18.0 **SCOPE OF SERVICE:** HACR is seeking quotes from qualified, licensed, and bonded entities capable of meeting the need for providing an Unarmed Security Guard at its main office public lobby, as outlined in this Scope of Service, including but not limited to:
- 18.1 Security guard shall be present in the main lobby at all times. Lunches will be covered by HACR staff.
- 18.2 Security guard is to immediately report all suspicious activity and contact the appropriate agency in situations where the staff or client's safety is compromised, or criminal activity is evident.
- 18.3 Security guard assigned to perform work under the contract shall wear uniforms at all time. These uniforms must clearly identify the name of the security company and the name of the individual security guard, in conformance with California State requirements. This identification may be accomplished through the use of shoulder patches, silk screening or stitched company emblems, insignias, or logos.
- 18.4 Successful Quoter shall furnish all equipment necessary to perform the work as described herein. All equipment shall be kept in good repair and shall conform to all federal, state, and local requirements. Required equipment shall include but not be limited to:
- a. Security officer shall be equipped with portable communication devices permitting 24-hour communication with company headquarters and/or with appropriate law enforcement agencies and other designated contacts.
 - b. Uniform
- 18.5 Security guard shall document all reports of suspicious, illegal activity and/or vandalism. Include the nature, precise location, and outcome of all incidents in addition to any other pertinent details.
- 18.6 Security guard shall report any action taken regarding any County ordinance, rule enforcement or emergency, in writing to the designated HACR/HACR staff.
- 18.7 Field Verification: Quoter is responsible to field verify existing conditions and promptly notify HACR if discrepancies in and omissions from the plans, specifications or other contract documents are found in the field, including unforeseen conditions that may affect the successful completion of the project.

***** **YOUR ACTION REQUIRED ON NEXT PAGE** *****

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FORM OF QUOTE

Each Quoter shall submit his/her quote on this form only, which shall be completed, executed and returned to HACR as detailed herein. All fields below are **required**.

*Contract will be awarded to the lowest responsive and responsible Quoter, and the most advantageous to HACR, in its sole and absolute discretion.

The undersigned Quoter hereby quotes the above amounts to complete the required work (print clearly and legibly!). Further, by submitting this quote, the undersigned Quoter agrees to abide by all terms and conditions pertaining to this QSP as issued by HACR, in hard copy, including an agreement to execute the Sample Contract form or any other form substantially approved as to form and substance by HACR.

COMPLETED BY: (NOTE: The penalty for making false statements in bids/offers is prescribed in 18 U.S.C. 1001.)

Print Name

Title

Email

Signature

Date

Telephone Number

Company Name

Address (Street City State Zip)

BSIS License Number

Expiration Date

Qualified Manager's Name

One Unarmed Security Guard. Per Hour Price:

\$

This price should not exceed the Riverside County Contract Prices established in RIVCO-99046-(021 thru 033)-06/28.