



MAY 26, 2023

REQUEST FOR BIDS (RFB) NOTICE

UMOS, a workforce development and social service agency, is soliciting bids from qualified firms experienced in providing SECURITY services for its facility and adjacent parking lot; located in the near south side of Milwaukee. Additional services may be required during peak periods, during extended hours, for one-time events, for seasonal activities and/or for its Milwaukee branch offices.

UMOS is a large nonprofit organization with over fifty-eight (58) years of experience, headquartered in Milwaukee, Wisconsin, with a mission to provide programs and services that improve the employment, educational, health, and housing opportunities of underserved populations.

UMOS encourages minority businesses, women's business enterprises and labor surplus area firms to apply.

DESCRIPTION OF SERVICES SOUGHT THROUGH THIS RFB

UMOS is soliciting bids from licensed firms interested in providing armed security services, primarily for the property located at 2701 S. Chase Ave., Milwaukee, WI 53207. Services will include:

- Staffing a metal detector and x-ray/scanning equipment at the service center located in Suite A,
- Regular tours of the interior of the building,
- Regular tours of the perimeter of the building,
- Regular tours of the parking lot (approximately 750 stalls),
- Regular tours of the back of the building,
- Responding to and dealing with unruly customers,
- Responding to and assisting with medical, fire, and hazardous material conditions, bomb threats, inclement weather and any other unsafe condition,
- Assisting with tornado/fire/safety drills,
- Responsible for preparing accurate incident reports on a timely basis,
- Responding to any security/safety issues that may arise during the course of regular operating hours.
- Provide coverage (subject to change) M to F - 7:00 a.m. to 6:00 p.m., Tu, W, Th - 8:00 to 8:00 p.m. Saturday hours on a seasonal basis and one-time special events.
- Responsible for taking temperature readings of incoming staff/clients (as needed).
- Proposal must include the cost of providing a squad car/vehicle for Public Safety personnel to be utilized for patrolling the grounds.
- Proposal must include the cost of providing scanning/x-ray equipment for Public Safety personnel which is to be utilized at the main entry point of the service center, Suite A.

The qualified firm must comply with the following:

- Be a security firm that is registered, licensed and in good standing to conduct business with the State of Wisconsin.
- All Public Safety Officers (PSO's) must be employees of the security service firm.
- Provide assurance that services will NOT be sub-contracted without the prior written approval from UMOS.
- Employ PSO's that are licensed to carry weapons in public (firearms permit-private security person).
- PSO's must possess a fully equipped duty belt including ballistic vest, in order to protect self and to assist with detaining suspects/protect staff and clients.
- PSO's must, at all times, be groomed and uniform pressed in a professional, presentable, and identifiable manner (including during inclement weather) which clearly identifies them as Public Safety Personnel.
- PSO's must be properly equipped, allowing them to communicate among each other on site.
- Must provide communication equipment to at least 2 on-site UMOS staff,
- PSO's must be able to stand/walk for long periods of time including operating under inclement weather.
- Must provide between 150 and 200 hours of PSO coverage weekly, depending on the season. Coverage may also be required off-site as dictated by UMOS. UMOS reserves the right to increase or decrease hours as business needs change.
- Must have no conflict of interest regarding any other work performed by the firm or its employees.
- Must be able to work with/have a good working relationship with the Milwaukee Police Department.

Any responding firm must be an independent business interested in bidding on the identified services. Upon UMOS' option, the contract length may be up to three years.

SUBMISSION REQUIREMENTS

If your firm has the qualifications, experience and interest in providing security services, please respond to the following items:

- 1) Describe your knowledge, capacity and specific work experience related to this project.
- 2) Indicate the number of years in service and the year company was incorporated.
- 3) Identify/itemize all equipment used/issued to your PSO personnel.
- 4) Identify initial and frequency of continuing training your PSO's undergo for: (a) Use of Force, (b) Firearm Practice and Proficiency, (c) Cultural Sensitivity (d) Ethics, (e) Report Writing, (f) de-escalation tactics.
- 5) List any other training/certifications that your PSO's are required to have.
- 6) Indicate the number of licensed PSO's on staff and your capacity for providing the service hours required by UMOS.
- 7) Indicate your cost per PSO hour worked.
- 8) Provide proof of bonding/insurance.

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- 9) Provide at least two references for similar work performed in the recent past.
- 10) Indicate the required lead time to implement service, should your firm be selected.
- 11) Indicate the required lead time for requested additional hours of coverage.
- 12) Any other information which may be beneficial to your submittal.

Bidders will be evaluated based on responses to submission requirements. The bidder selected will be the one whose bid application in response to this RFB, is most advantageous to UMOS and its needs.

Any questions regarding this RFB can be made by contacting the person below no later than **JUNE 22, 2023**.

Site visits may be scheduled by contacting the person below, making an appointment and touring no later than **JUNE 9, 2023**.

Submit five copies of your submittal including a cover letter expressing your interest in providing this service. Your proposal shall consist of responses to the above items. Your submittal shall not exceed five (5) single-spaced pages in length, using text font size no smaller than 12 point. Include a one page picture of your typical PSO in uniform. Also, include a sample of an actual completed incident report (striking out personal information). The cover letter, picture and incident report are not to be included as part of the five (5) page limit and should be e-mailed to:

UMOS, Inc.
Ernesto Baca, Dir. Facilities/Risk Mgt.
2701 South Chase Avenue
Milwaukee, WI 53207-1450
[**Ernesto.Baca@umos.org**](mailto:Ernesto.Baca@umos.org)

Deadline for submission: JUNE 30, 2023, 3:00 p.m.

PLEASE NOTE:

- ◆ There is no expressed or implied obligation from UMOS, Inc. to reimburse responding individual(s) for any expenses they incurred in preparing bids, in response to this request.
- ◆ During the evaluation process, UMOS, Inc. reserves the right, where it may serve UMOS' best interest, to request additional information or clarifications from submitters or to allow corrections of errors or omissions.
- ◆ UMOS reserves the right to retain and use any and all proposals submitted as UMOS sees fit including the use of concepts and language and to use any ideas in a proposal regardless of whether that proposal is selected.
- ◆ This RFB may be modified at any time without prior notice.
- ◆ Receipt of any bid does not constitute or imply any obligation on the part of UMOS.
- ◆ UMOS reserves the right to extend any deadline.
- ◆ UMOS may reject any and all bids, for any reason, at UMOS' sole discretion.
- ◆ All bidders will be notified in writing as to UMOS' final award decision.
- ◆ Responses that do not comply with the requirements of this RFB may be disqualified