



**RFP-003-T-2025**

## **VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY**

The Virgin Islands Waste Management Authority is hereby soliciting proposals for **RFP-003-T-2025 for Security Guard Services – Territory Wide**

Interested parties and prospective respondents may request the complete RFP Package for their review from the Authority by submitting a request confirmation email with contact information for the respective company to [sdavid@viwma.org](mailto:sdavid@viwma.org) and [mvante@viwma.org](mailto:mvante@viwma.org). All questions pertaining to the scope of services to be rendered should be directed to Ms. Sandra David, Director of Procurement and Property, and Michael Vante, Contract and Inventory Manager, on or before **Friday, May 2<sup>nd</sup>, 2025**. Responses to questions will be forwarded in the form of an Addendum to those parties who have confirmed interest by formally requesting the bid package.

Virgin Islands Waste Management Authority  
Procurement and Property Division  
7410 Estate Bovoni, Bay 2  
St. Thomas, VI 00802  
Tel: (340) 715-9170  
Fax: (340) 715-9179  
[sdavid@viwma.org](mailto:sdavid@viwma.org) or [mvante@viwma.org](mailto:mvante@viwma.org)

**Proposals will be submitted electronically in PDF Format bearing the respective RFP Number: RFP-003-T-2025 to [sdavid@viwma.org](mailto:sdavid@viwma.org) and [mvante@viwma.org](mailto:mvante@viwma.org) on or before Friday, May 16<sup>th</sup>, 2025 at 12:00 P.M. Atlantic Standard Time.**

The Virgin Islands Waste Management Authority reserves the right to waive any non-substantive informalities, technicalities or irregularities, or reject any or all qualifications and proposals/bids; or to re-advertise for proposals/bids, and to award or refrain from awarding the contract for the work.

***Daryl Griffith***  
***Interim Executive Director***

***It's Our Home! Let's Keep It Clean!***



**Request for Proposals (RFP)**  
for the

**Security Guard Services – Territory Wide**

Issued:

April 2025  
Virgin Islands  
Waste Management Authority  
Division of Engineering

# Security Guard Services – Territory Wide

## **SECTION 1: GENERAL BACKGROUND**

The Virgin Islands Waste Management Authority (VIWMA) is issuing this Request for Proposals (RFP) from submitters capable of entering into professional services agreement to provide the Armed & Unarmed Security Services for all VIWMA Facilities and locations throughout the Territory. The VIWMA and the successful submitter shall enter into a mutually binding professional service Agreement addressing the topics contained in this document. The VIWMA also reserves the right to modify/expand/decrease the scope of the services in co-ordination with the successful submitter to include additional or reduced terms and conditions. Such additional or reduced terms and conditions may result in additional compensation to the successful submitter or result in a reduction in compensation.

It is understood that the information contained in the RFP and the experience guarantees and innovative approaches demonstrated therein shall be the general basis for selection of a submitter to provide these professional services. The VIWMA shall select the most qualified submitter based on a structured point scoring evaluation. The scoring evaluation shall consider each submitter's ability to perform the required services, experience and technical expertise, ability to make financial and technical guarantees, corporate resources, and in-depth and innovative approaches.

## **SECTION 2: PURPOSE AND OBJECTIVES**

The Virgin Islands Waste Management Authority (VIWMA) requires the services of a security company that can provide armed and unarmed guards, Territory-Wide, to protect the Authority's assets from a variety of hazards by enforcing preventative measures. The Security Guards will be required to enforce rules, patrol facilities, conduct security checks, monitor alarm systems and report incidents to minimize damages and illegal activities. The Scope of Work below lists the duties and responsibilities required by the contractor to perform security guard services at VIWMA's Facilities.

## **SECTION 4: SCOPE OF WORK**

1. The Contractor shall supply all labor, supplies, incidentals, lethal and non-lethal weapons necessary to provide appropriate security services at the Virgin Islands Waste Management's Facilities.
2. General Performance requirements shall include but are not limited to providing security services, armed and unarmed guards and officers for the following:
  - A. Provide all Post Order information to the VIWMA Facilities Manager & VIWMA Enforcement Director.
  - B. All security guards must be prompt and on time to their assigned posts.
  - C. All Security Guards must wear a uniform with name badges.
  - D. Vehicles are required to always have visible company identification and required documentation for usage (vehicle registration and insurance).

- E. Security Guards must be equipped with portable communication devices permitting 24-Hour communication with company headquarters and/or with appropriate law enforcement agencies and other designated contacts.
- F. Mandatory visible presence to control public access to the designated facilities and related premises during hours specified.
- G. Must maintain and submit copies of a *Visitor Log/Record* of vehicles and persons entering all facilities and designated premises during hours of operation.
- H. Mandatory perimeter checks and rotation of premises to ensure facilities and premises are safe from vandalism and unwanted intruders.
- I. Implementation of a maintenance tracking system to ensure that designated facilities are always secured according to the approved schedule outlined below in *Hours of Engagement*.**
- J. Perform inspection, detection and investigation of all security-related incidents, violations of regulations and matters of public safety. Report same to appropriate authorities and to the Security Manager.
- K. Report recorded incidents within 24 Hours to the VIWMA Facilities Manager & VIWMA Enforcement Director for appropriate action.
- L. Prepare & submit written reports of daily activities on a *Daily Report Log*.
- M. Record Books must be submitted to the VIWMA Enforcement Division at the end of every month and be available for inspection by the VIWMA Facilities Manager and VIWMA Enforcement Department.
- N. Respond promptly and appropriately to all security-related emergencies and immediately notify VIWMA's Enforcement Officers on call/duty.
- O. Maintain a "deadly force" policy and ensure any and all employees are trained and legally permitted/licensed to carry and operate a firearm. A copy of the firearm use of deadly force policy should be provided to VIWMA with the submission.
  - 1. Provide proof of armed security officers receiving significant training to include knowledge of firearms, protocols for use, firearm permits and all necessary credentials.
  - 2. *Please Note: VIWMA has no knowledge or experience in use of deadly force and will in no way be liable for the Contractor's use of the same.*
- P. The presence of an adequate number of Security Officers is mandatory to meet the schedule described below. If for any reason the Security Employees cannot meet the required schedule, the Contractor must notify the Security Manager as well as the VIWMA Enforcement Department at least 24 Hours in Advance.

**Unarmed Security Guard Duties:**

- 1. Mandatory patrol of the entire facility to provide a visible presence to discourage vandalism or unauthorized entry (A minimum of two times per hour).
- 2. Make schedule rounds, including stopping at each location, checking doors, windows, gates, entry and exit ways. (Mast provide a verified log of rounds via Maintenance Tracking System Report or Security Guard Patrol Management System).
- 3. Respond promptly and appropriately to all security-related emergencies and immediately notify VIWMA's Enforcement Officers on call/duty.
- 4. Notify the appropriate law enforcement agency immediately of any unlawful activity.
  - 1. Immediately interface with any law enforcement agency responding to the VIWMA
- 5. Admit only authorized personnel to the facility During & After Normal Working Hours and record said entry on daily report log.
- 6. Maintain & Submit copies of a log/record of vehicles and persons entering all facilities and designated premises during hours of operation.

7. Question & Review Identification of anyone who enters the premises after normal work hours and record said entry on a daily report log.

**Armed Security Officer Duties:**

1. An armed security officer is any person who has a license to carry a weapon.
2. Armed security officers must perform the same duties as unarmed security officers such as, but not limited to patrolling, surveilling, and ensuring general safety and order.
3. Respond to unusual or emergency situations at VIWMA locations using the appropriate escalation of force level up to and including armed responses by following protocol established by the contractor.
  - A. **Escalation of Force Protocols** are to be furnished to the VIWMA Facilities Director & Enforcement Department and should be included in the submission.
4. The Security Officer maintains proficiency in the use of all assigned protective equipment, restraint devices and weapons.
5. Preserves order and acts to enforce regulations and directives for the site pertaining to personnel, visitors and premises.
6. The Security Officer must be equipped with portable communication devices permitting 24-hour communication with company headquarters and/or with appropriate law enforcement agencies and other designated contracts.

**Report, Forms & Post Orders:**

1. The following documentation/templates/tools will be required upon submission of the proposal and for use throughout the life cycle of the contract:
  - A. Escalation of Force Protocols
  - B. Post Orders
  - C. Daily Visitor Log/Record
  - D. Daily Reports & Monthly Reports
  - E. Incident Report
  - F. Management Tracking System (Security Guard Patrol Management System)
2. In the event of an unusual occurrence, the Contractor must submit an Incident Report to Management.
3. The contractor may use their own forms but must provide a sample for prior approval by VIWMA's Facility Manager and Enforcement Division within the submission.
4. The Contractor is required to submit a printed hard copy of the Post Orders for armed and unarmed officers.
5. All reports prepared during the term of the contract shall become the property of the VIWMA.

**Hours of Engagement**

**St. Thomas Facilities**

- Bovoni Landfill/Mangrove WW Treatment Plant – will require 12 Hours A Day (6PM-6AM)  
Patrol: Non Lethal/Lethal

**St. Croix Facilities**

- Anguilla Landfill – (Saturday & Sundays) – 2:00PM – 7:00 AM One Armed Guard – Foot
- Treatment Plant – (Monday-Friday)- 4:00PM – 7:0AM – One Guard driving through the plant
  - Weekends
    - Saturday – 2:00PM – 7:00AM – One Armed Guard Foot Patrol Non Lethal/Lethal
    - Sunday – 7:00AM- Monday Morning 7:00AM (entire year)

**Please Note:** An adequate number of security officers' presence is mandatory to meet the schedule described above. If for any reason the security employees cannot meet the required schedule, the Contractor must notify the Security Manager as well as the VIWMA Enforcement Department at least 24 Hours in Advance.

#### **SECTION 4: KEY PERSONNEL & MINIMUM QUALIFICATIONS**

Each proposal shall describe the organizational structure of the proposed team. At a minimum each proposal shall include:

1. An organization chart showing the reporting responsibilities and organization of all Key Personnel, to be assigned.
2. Key Personnel job descriptions and reporting responsibilities, an identification of all individuals performing functions of Key Personnel who meet the minimum qualifications of each key role.

##### **4.1 Key Personnel Replacement**

Key Personnel are those Contractor personnel considered to be essential to the performance of the contract. No changes in Key Personnel will be made unless the Contractor can demonstrate that the qualifications of prospective replacement personnel are equal to or better than the qualifications of the Key Personnel being replaced. All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. VIWMA reserves the right to re-evaluate the selection of any respondent if one or more key personnel are replaced within the first six months of contract performance. VIWMA shall be notified in writing of any proposed substitution at least thirty (30) days in advance.

Such notification should include:

- a. An explanation of the circumstances necessitating the substitution.
- b. A complete resume of the proposed substitute.
- c. And any other information requested by VIWMA to facilitate evaluation of Contractor's substitution request. VIWMA reserves the option of reviewing, re-evaluating and rescored Contractor's response to this solicitation and further reserves the option of invalidating Contractors' response to this solicitation due to excessive substitutions.

##### **4.2 Minimal Professional Qualification Requirements**

This section requires the submitter to provide adequate information to exhibit its qualifications and ability to meet the standards of experience and financial capability to be considered qualified. The VIWMA, in its sole discretion, shall decide if a submitter meets the standards. Details of each submitter's experience and financial ability will be assessed at all levels, including the fiscal and the experience and strength of the submitter's parent company, if any. The submitter must:

1. Have been in business for a minimum of five (5) years prior to the submission of this proposal.

2. Furnish liability and property damage insurance of not less than \$1,000,000.00 combined single limits for bodily injury, wrongful death, and property damage. Proof of coverage must be provided prior to the issuance of the related contract.
3. Demonstrate specific experience of providing full-service operations services with public agencies or VIWMA or of entering into professional service agreements in the Virgin Islands, or in other municipal jurisdictions.
4. Describe submitter's breadth of knowledge and resources which would be brought to bear on the VIWMA project should the submitter be the successful contractor.
5. Have specific experience which exhibits the submitter's ability to evaluate, recommend and implement corrective and/or affirmative actions to improve the functionality of a service-oriented operation.
6. List any pending litigation or bankruptcies, any environmental litigation and any judgments entered against the submitter in the last 5 years.

## **SECTION 5: CONTRACTOR RESPONSIBILITIES**

### **5.1 Permits, Licenses and Regulations**

The Contractor shall be responsible for identifying, obtaining, complying, and bearing all costs associated with any permits or any regulations required for the ownership and use of a deadly force weapon.

### **5.2 Record Keeping and Reporting**

The Contractor shall be required to maintain electronic and written records of all documents, correspondence, submittals, applications, and all other computer records of activities related to the contract. The Contractor's records shall be open for VIWMA inspection at any time during the Contractor's normal business hours, and the VIWMA reserves the right to perform spot monitoring of the Contractor's operations. VIWMA may also request copies of any record during the Contractor's normal business hours.

The Contractor shall keep on site at all times copies of the following:

- All permits and licenses shall be posted as required by applicable laws.

Except as noted here, all reports will be provided in written and electronic (digital) form and provided in hard copy and on a computer storage medium, using software approved in writing by the WMA.

### **5.3 Health and Safety**

The Contractor shall be responsible for complying with all laws and regulations associated with worker health and safety, for providing workers adequate training in safety and operations, and for maintaining a drug-free workplace. The training shall include training to handle spills of fluids and hazardous materials, fire, explosion, earthquakes, hurricanes, excessively heavy rain events and other natural events or disasters.

## **5.4 Non-Discrimination**

The Contractor shall be responsible for complying with all laws and regulations associated with fair hiring practices, the creation of a non-discriminatory workplace and appropriate termination procedures.

The Contractor shall make all efforts to subcontract, hire and/or retain the services of Virgin Islands based businesses, corporations and individuals. The VI Department of Labor currently holds a list of individuals seeking employment and should be consulted first to fill any vacant positions both at start up and throughout the life of the contract.

## **5.5 Business Considerations**

The submitter must discuss its position on such business issues as assumption of risk, repair and replacement of operating equipment, capital improvements and guarantees.

## **5.6 Contract Agreement**

The WMA will prepare the contract agreement upon successful negotiations with selected submitter. However, a summary of some of the general provisions the WMA will require in any final Professional Services Contract are as follows:

- Each respondent must submit a valid CAGE number that is actively registered on SAM.GOV <https://www.sam.gov/SAM/pages/public/index.jsf>
- The Scope of Services to be rendered by the contractor.
- A provision for liability for the payment of fines and/or civil penalties levied against the contractor and/or the VIWMA by any regulatory agency having jurisdiction, as a result of failure to comply with the terms and conditions of any duly authorized permit, court order, administrative order, law, statute, ordinance, or of this contract, or for failures resulting from the contractor's negligence during the period of the contract.
- A provision for compliance with all applicable laws and regulations regarding the requested scope of services.
- A provision for indemnification of VIWMA, its agents, officers, assigns and employees from any loss or liability for claims, damages, lawsuits resulting from the contractor's negligence and breaches during the period of the contract.
- A provision for comprehensive liability insurance policies including the WMA as an additional insured for bodily injury and/or property damage in an amount of not less than one million dollars (\$1,000,000); a certificate of such insurance shall be submitted to the WMA upon execution of the contract.
- A provision for the contractor's payment of all taxes and charges, including unemployment insurance premiums, excise tax, gross receipt, social security, etc.



- A provision that the contractor shall provide a sufficient number of qualified personnel, including management, administrative, operational, technical, and clerical, who meet relevant legal requirements and industry standard experience regarding security guard and armed patrol services, and are capable and demonstrate experience necessary to complete the requested services during the contract period.
- A provision for the term of the Contract between the VIWMA and the contractor to be **for 365 with two six-month renewal options.**
- A provision for the termination of the contract if the level of performance is unsatisfactory to VIWMA.

### **5.7 General Federal Grant Requirements & HUD General Provisions**

Because the contract may at some point be funded with federal funds, the contract shall be governed by certain federal terms and conditions for federal grants, such as the Office of Management and Budget's ("OMB") applicable circulars and required federal contract clauses per **2 CFR Part 200 Appendix II**. Respondent shall provide a description of experience with such grant requirements and affirmatively represent and certify that the respondent shall adhere to any requirements of applicable federal requirements. Any funds disallowed by any federal government entity shall be disallowed from fee or compensation to contractor.

### **5.8 Davis Bacon Act (DBA) 1931**

Contractor shall be responsible for maintaining weekly certified payroll records which must include:

- Any wages paid to employees.
- Employee's name
- Last four digits of the employee's Social Security number
- The number of hours worked each day, and number of hours worked for the week.
- Employee's hourly rate of pay.
- Employee's job classification
- Any fringe benefits paid to employees.

During a week of no work, the payroll reporting form must be submitted the usual way with the insertion "NO WORK PERFORMED THIS WEEK" and "FINAL" on the last invoice.

The Act requires that contractors pay the prevailing wage, according to their skills, to their workers; failure to comply shall be reason for withheld payments, contract termination, and debarment from future federal contracts for up to three years.

### **5.9 Conflict of Interest**

A submitter filing a proposal shall certify that no officer, agent or employee of WMA has a pecuniary interest in the proposal or has participated in contract negotiations on behalf of the Submitter; that the proposal is made in good faith without fraud, collusion, or connection of any

kind with any other Submitter for the same Request for Proposals; and that the Submitter is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

A Respondent must also disclose any existing contractual work for the Territorial Government, whether directly or through a parent company, subsidiary company or associated company or independent contractor(s) hired by respondent; identify any potential conflict of interest, and must certify that Respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by respondent has assisted with preparing this RFP.

### **5.10 DBE Program Provisions**

Pursuant to, 40 CFR, Part 33, Subpart C, Disadvantaged Business Enterprise (DBE) respondents that are not DBEs are strongly encouraged to consider partnering, or other joint venture arrangements, with certified DBE firms to achieve the prescribed goals and to give DBE firms the opportunity to participate. Respondents must document good faith efforts to provide meaningful participation by DBE firms. Willful and/or intentional violation of this obligation may result in the imposition of liquidated damages or other appropriate sanctions, including, without limitation, suspension of any future consideration with VIWMA and monetary payments based on the DBE goal shortfall.

### **5.11 Minority & Women-Owned Business Enterprise (M/WBE)**

Respondents that are not M/WBEs are strongly encouraged to consider partnering, or other joint venture arrangements, with certified M/WBE firms to achieve the prescribed goals and to give M/WBE firms the opportunity to participate.

Respondents must document good faith efforts to provide meaningful participation by M/WBE firms. Willful and/or intentional violation of this obligation may result in the imposition of liquidated damages or other appropriate sanctions, including, without limitation, suspension of any future contracts with VIWMA and monetary payments based on the M/WBE goal shortfall.

***VIWMA is interested in having at a minimum 20% of all work to be completed by a DBE Program and/or M/WBE. Respondents must document good faith efforts to provide meaningful participation by these firms. All approved DBE Program Businesses can be identified via the USVI Department of Public Works.***

## **SECTION 6: ELIGIBILITY REQUIREMENTS**

### **6.1 Licensing Requirements**

A contract will not be issued, nor a Notice to Proceed given, to any firm or individual doing business in the Virgin Islands to perform work with the VIWMA until documentary evidence is submitted that said firm or individual has a valid **V V.I. Business License and a valid V.I.P.D License to transact business as a Watchman, Guard & Patrol Agency** to do similar business in the Virgin Islands. If a contractor does not have the Business License prior to proposal submittal, documentation must be submitted with the proposal showing the Vendor has submitted the

required documentation to receive the License. Submitters must submit a copy of a valid V.I. business license within ten (10) working days after award of the contract. Failure to provide the required documentation within the allotted time frame shall result in vendor disqualification.

All Submitters bidding as Joint-Ventures which do business in the Virgin Islands must be licensed as a Joint-Venture in the Virgin Islands.

## **6.2 Requirements of Legal Entities**

Respondents that are corporations, partnerships, or any other legal entity, domestic or foreign, shall be properly registered to do business in the area in which they are incorporated at the time of the submission of their responses to this RFP. Such respondents shall attach a certificate of good standing from the Secretary of State in the area in which they are incorporated in their proposals. Upon contract execution, the successful Respondent will show evidence of its applications to obtain any required licenses or certificates required to do business in the USVI.

## **6.3 Required Documents**

The successful respondent will have ten (10) days from the day of notice of selection is received to submit the following documents:

- A. **Corporate Documents** - The successful respondent will be required to provide a copy of their Corporate Documents.
  - a. Provide a Copy of Corporate Documents
    - i. Corporations
      - 1. Copy of Articles of Incorporation
    - ii. Limited Liability Company (LLC)
      - 1. Copy of Articles of Organization
      - 2. Copy of Operating Agreement
    - iii. Sole Proprietor
      - 1. Copy of Trade Name Certificate
- B. **Letter of Good Standing of Corporation or Certificate of Existence if LLC** – The successful respondent will be required to provide a copy of their Letter of Good Standing or Certificate of Existence. A copy of the receipt that demonstrates evidence of filing the company’s Annual Report of June 30<sup>th</sup> of the current Year from the Office of Lieutenant Governor will be acceptable as well.
- C. **Workman’s Compensation Insurance** – The successful respondent will be required to provide proof of Workman’s Compensation Insurance.
- D. **Liability & Property Damage Insurance** - The successful respondent will be required to obtain and have in place Liability Insurance in an amount not less than **\$1,000,000.00** combined single limits for bodily injury, wrongful death, and property damage. Proof of coverage must be provided prior to the issuance of the related contract.

- E. **Social Security Number (SSN) or Employer Identification Number (EIN)** - The successful respondent will be required to provide an official copy of their SSN or EIN.
- F. **CAGE Number** – The successful respondent will be required to submit a Valid CAGE Number that is actively registered on SAM.GOV <https://www.sam.gov/SAM/pages/public/index.jsf>
- G. **VI Business License** – The successful respondent will be required to submit proof the said firm or individual has a valid **V.I. Business License and a valid V.I.P.D License to transact business as a Watchman, Guard & Patrol Agency** to do similar business in the Virgin Islands.

#### **6.4 Workers' Compensation**

Within ten (10) working days after notification of proposal acceptance, the successful submitter must provide a copy of their certificate indicating that the firm and its agents are covered by Workmen's Compensation Insurance.

These documents will be required prior to issuance of a contract. Failure to provide the required certificates within 10 working days after notification of acceptance of the submitter's proposal may result in the proposal being deemed as non-responsive and the submitter may be immediately disqualified with no further consideration given for potential awarding of the contract.

#### **SECTION 7: PROPOSAL SUBMITTAL FORMAT**

The proposal must contain the following:

##### **1. Package 1**

- 1. Respondent's Cover Letter & Executive Summary
  - b. Relevant information as described.
- 2. Required Documents & Enclosure Documents
  - a. Enclosure Documents A, B, C, D, E
  - b. Copy of Corporate Documents (as outlined)
  - c. Certificate of Good Standing
  - d. Copy of Valid VI Business & VIPD License (or proof of pending approval)
  - e. Copy of Valid Cage Number from Sam.gov
  - f. Workman's Compensation Insurance
  - g. Liability & Property Damage Insurance
  - i. SSN or EIN Number
- 3. Key Personnel
  - a. Organizational Chart
  - b. Staffing & Management Plan
    - 1. DBE & M/WBE Engagement
  - c. Qualifications
    - 1. Evidence of Meeting Professional Qualification Requirements
- 4. The Proposal
  - a. Project Approach & Methodology
    - 1. Describe how you will approach this project and availability to perform the services requested
  - b. Contract Management & Quality Control Plan

- d. Contractor Responsibilities
    1. Confirm willingness/ability/method for adherence to Section 5
  5. Past Project Experience
    - a. List of completed projects of similar type and estimated cost of each.
    - b. Current projects underway
      1. Include scope; percentage completed to date and estimated cost of each
    - c. Project References
- 2. Package 2**
1. Cost Proposal Submittal (under separate cover)
    - a. Enclosure Document F

## **SECTION 8: PROPOSAL SUBMITTAL CONTENT**

Except for specialized charts, drawings, or figures, all pages will be 8.5 x 11-inches with 1-inch margins and a minimum of 12-point font. *Total proposal length shall not exceed 75 pages, including statement of qualifications, technical and cost proposals.*

Supporting material such as corporate brochures and equipment descriptions will not be counted in the 75 pages. The cover page of the proposal must include the title of the proposal and indicate that the proposal is in response to the “Request for Proposals to”

### **Security Guard Services – Territory Wide**

and shall include an individual’s name and title representing the submitter as a point of contact (with addresses, phone and fax numbers, and email addresses), and the name, title, signature, and contact information of someone in the submitter’s organization with the authority to bind the organization (See RFP cover sheet in *Enclosure Document A*).

Normal business hours for the VIWMA Division of Procurement and Property are **8:00 a.m. to 5:00 p.m. Atlantic Standard Time**, (no daylight savings time). Therefore, submitters shall be responsible for delivery of their proposals to the VIWMA Division of Procurement and Property before the date and time set for the closing of this RFP.

*To be considered for award, the bid package shall meet the following requirements. Failure to meet the requirements as outlined may disqualify the respondent.*

Main Package (Labeled “Technical Proposal”) PDF Email attachment to include:

### **8.1 Email/Package 1**

#### ***8.1.1 Respondent’s Cover Letter***

- The cover letter should be on the company’s official business letterhead with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all the commitments made in their submittal.
- The letter should acknowledge the receipt of all addenda.
- Should include at a minimum, a commitment by the submitter, if selected, to enter into

good faith negotiations with the VIWMA.

- It shall state, if awarded the contract, that the firm will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractors, if any.
- Must be submitted with a Board Resolution giving said officer signatory authority.
- It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner.
- It should also state that the bid package will remain in effect for a period of 90 days from the submission deadline and thereafter, until the firm withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first.
- Confirmation that the firm has not engaged in any unethical practices within the past five (5) years.
- The Proposer must also disclose, and identify, any existing contractual work for the Territorial Government, whether directly or through a parent company, subsidiary company or associated company or independent contractor(s) hired by respondent; identity any potential conflict of interest, and must certify that respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by respondent has assisted with preparing this RFP.

#### **8.1.2 Executive Summary** *(separate from Cover Letter)*

- Provide a summary including a description of the respondent's mission, and an explanation of the types of services the respondent provides that relate to this RFP.
- Provide a summary including a description of the respondent's mission, and an explanation of the types of services the respondent provides that relate to this RFP.
- A summary of the Respondent's qualifications.
- A brief statement of the Respondent's understanding of the scope of work to be performed.
- Ability to meet the overall requirements in the timeframes requested by VIWMA.
- A brief statement reflecting the Respondent's understanding of the scope of work to be performed.
- Confirmation that the Respondent has any appropriate state business license(s) required for this proposal, or, if allowed by law, will obtain such business license.
- Confirmation that the Respondent has not had a record of substandard work within the past five (5) years.
- Confirmation that the Respondent has not engaged in any unethical practices within the past five (5) years.
- Confirmation that, if awarded a contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of all charges resulting from the

contract.

- Confirmation that Respondent has adequate financial resources for performance or can obtain such resources as required during performance.
- Has a written agreement with any person or subcontractor listed in the proposed project staff or team.
- Provide a brief statement describing the adequacy of the Respondent's financial capacity to handle the requirements of this RFP.
- Any other information that the Respondent feels appropriate.
- Briefly describe any significant changes to the management and/or structure of the respondent that are related to the work contained in this RFP, including any mergers that occurred in the last five (5) years.
- The name, address, telephone, fax, and email of the respondent should be included. The Respondent shall provide its office locations, number of full-time employees, date of incorporation, and number of years providing Security Guard & Armed Patrol Services.

### ***8.1.3 Required Documents & Enclosure Documents***

- **RFP Cover Letter** – Complete **Enclosure Document A**.
- **Non-Collusive Affidavit** – Complete **Enclosure Document B**. The form must be notarized.
- **Debarment Certification Form** – Complete **Enclosure Document C**. The form must be notarized.
- **Contractor's Qualifications Statement Form** – Complete **Enclosure Document D**. For the Reference Section of the form, provide three (3) references for the most recent, relevant work comparable to the scope requested in this RFP and who would be willing to discuss your company's competency and performance must be provided. If you currently have more than three (3) references, a client listing with contact information should be provided as well. At a minimum, one of the three (3) references must be for the prime Contractor.
- **Contract Document Checklist Form** – Complete **Enclosure Document E** and submit your current Business License. For this section, Respondent must provide evidence that the company is licensed to provide the services requested. The Business License must be relevant to the Scope of Work.
- **Corporate Documents**- Provide corporate documents as outlined in Section 6.3

### **8.1.4 Key Personnel**

#### ***8.1.4A Organizational Chart***

- Respondent shall submit an organizational chart detailing the identity of each staff member who shall perform the services required under this contract. Specifically identify people currently employed by the Respondent who will serve in key roles listed in the

organizational chart.

- In addition, for any staffing functions for which specific roles have not been provided in this RFP, the respondent should submit a list, describe, and discuss.
- Address the need for specific roles to perform certain functions and provide an organizational chart that shows how and by whom these functions will be performed.

#### ***8.1.4.B Staffing Plan***

- The Respondent should demonstrate their ability to adequately staff and scale each functional area to maintain agreed upon service levels from initial start-up and throughout the life of the Program.
- The Respondent's staffing plan shall specifically include the required number of personnel, role and responsibilities of each person on the project, their planned level of effort, their anticipated duration of involvement, and their on-site availability.
- Staffing plan shall include a plan for HUD Section 3 Compliance, Equal Employment Opportunity and Minority and Women Owned Business Enterprise (M/WBE) utilization and Disadvantaged Business Enterprises.
- Clearly identify the number of staff that will need to be hired, the process for hiring them, and how they will be trained. Indicate if any work will be subcontracted to other partners.

#### ***8.1.4C Qualifications***

- Provide a summary of the types of services the Respondent offers that relate to this RFP.
- Provide specific details on any previous experience.
- Proposals must demonstrate that the respondent has each of the necessary minimum qualifications listed in this RFP and is able to carry out each of the specific Tasks and Deliverables identified in this RFP.
- Respondents should provide detailed information about the experience and qualifications of their staff who are considered key to the success of the project.
- Respondents should demonstrate that all proposed staff have the requisite necessary experience and knowledge to successfully implement and perform the tasks and services under this RFP.
- Provide the resumes of the key staff that will perform the work and any other documentation that demonstrates their qualifications, including degrees, licenses, certifications, and years of relevant experience.
- If the respondent will be subcontracting or partnering for any portion of the work, please also summarize the qualifications and experience of the subcontractor/partner's relevant staff and attach any contracts or agreements pertaining to the proposal.
- Any subcontractor included in the Proposal must have agreed in writing to being included in the Respondent's proposed project staff or team. Any such written agreement must be produced to VIWMA upon request. Any financial terms and personally identifying information (i.e., social security number) may be redacted from production to VIWMA.

#### ***8.1.5 Proposal***

Provide a synopsis of your approach to managing the outlined scope of work, proposed schedule for staff and overall management style for achieving the Scope of Work. Proposal content shall include:



#### ***8.1.5D Approach & Methodology***

- Describe the Respondent's understanding of the nature of the Scope of Services and how its Proposal will best meet the needs of VIWMA.
- Explain how the respondent will achieve the goals, objectives, tasks, and deliverables outlined.
- Provide any relevant recommendations to improve the process flow to increase processing speed and efficiency, and to avoid waste, fraud, and abuse.
- Proposals should address a Respondent's anticipated approach and capability to coordinate with VIWMA for the project.
- Describe the proposed mechanisms for delivering services.
- Describe the Respondent's strategy for ensuring collaborative, consistent and productive communication with VIWMA.
- Describe the strategy for recruiting and hiring any subcontractors that are essential to the Project's success but have not yet been identified. Additionally, describe how the Proposer will work with and assist in managing the selected subcontractors.
- Describe the strategy for preventing fraud and abuse, and for complying with state and federal guidelines.

#### ***8.1.5F Contract Management Plan & Quality Assurance / Quality Control Plan***

The Contract Management Plan & Quality Assurance/Quality Control Plan should address the following topics:

- A listing of the specific individuals assigned to the Management Team and to Technical Support who the submitter will assign to the contract during the design phase and provide the résumés and experience of those individuals.
- A detailed staffing plan indicating the type and quantity of the various positions the submitter feels is necessary to provide the services required.
- The details of the incorporation of the design parameters into the project design.
- Specifically identify any additional services which should be provided but which exceed the scope of services requested herein.
- Changes or limitations to the general provisions listed in the draft agreement.
- The Respondent shall provide detailed information on its management plan for the services and its quality assurance / quality control procedures associated with the scope of work.
- Outline procedures for ensuring compliance with all federal and state requirements, including but not limited to PA and HMGP eligibility requirements, hiring and contracting requirements, federal and state labor standards, and M/WBE compliance.

#### ***8.1.6 Project Experience***

- Provide at least three (3) examples of current and/or past experiences for the Respondent and for any partners or subcontractors. At a minimum, the past experiences must include the experiences related to the references provided on Enclosure Document D. Each experience should include the client's name, main point of contact, title, and a description of the services provided.

## 8.2 E-Mail/Package 2 - Cost Proposal Submittal

Proposals in response to this RFP will consist of two separate emailed pdf submissions, **one providing methodology, approach and technical details and a separate email providing cost information**. One pdf copy of the cost proposal shall be submitted in a separate email. The email and submission containing the cost proposal shall be stated so in the subject of the email and on the outside of the proposal. The cost proposal shall include the following:

### Cost Proposal Assumptions

- a. Detailed listing of all proposed capital equipment
- b. Time & Employee Hourly Rates
- c. Other Rates & Fees as applicable

**Bid Sheet** – Complete **Enclosure Document F**. All bid pricing must be valid for 90 days from the submission deadline and thereafter until the company withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first. This includes an hourly rate and other expected reimbursable costs regarding the contract. **A final, total cost for all required and proposed services must be properly identified on the bid sheet.** The Respondent may also provide a comprehensive write-up regarding project cost. This will be used to establish a baseline for negotiation with bidders who have been deemed acceptable based on the criteria of this solicitation.

Each respondent must adhere to the requirements of this section relative to the proposal package content and format to simplify the review process and facilitate the maximum degree of comparison. Respondents may be subject to a best and final offer process should the responses preclude comparability. Respondents should ensure that their proposal package closely follows the sequence and organizational outline described in this section.

## **SECTION 9: COMPLETENESS OF PROPOSAL**

All proposals (and all copies) must be complete by the RFP submission deadline. Minor non-substantive corrections may be accepted, if in the opinion of the WMA they are warranted, after the submission deadline.

## **SECTION 10: CONSIDERATION OF PROPOSAL**

The VIWMA Executive Director shall represent and act for VIWMA in all matters pertaining to the scope of services and contract in conjunction therewith.

**This RFP does not commit the VIWMA to the award of a Contract, nor pay any costs incurred in the preparation, submission of proposals or VIWMA requests for revisions of the proposal in anticipation of a contract. VIWMA reserves the right to reject any or all proposals, and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of the VIWMA will be served by such action.**

The WMA may require the submitter selected to participate in negotiations by providing price,

technical, or other revisions of their proposals as may result from or be required by negotiations. Proposals failing to provide some of the items listed as required shall not be rejected per se but any deviations from the scope must be clearly noted. Submission to the WMA of any type of proposal in response to this RFP indicates acceptance of these terms.

### **SECTION 11: WITHDRAWAL OF PROPOSAL**

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw or cancel or modify his proposal, except at the request of WMA after having been notified that said proposal has been accepted by VIWMA. Submitters agree to hold their offer, including pricing, firm for at least **180 days** after the proposal submission deadline.

### **SECTION 12: CONTRACT TIME PERIOD**

This RFP is for the solicitation of proposals to enter into a professional services agreement for Security Guard Services across all VIWMA Facilities and locations within the Territory. The initial term of the contract will be **365 days (1 year) with two (2) six (6) month renewal options.**

### **SECTION 13: PROPOSAL EVALUATION/SELECTION PROCESS**

VIWMA will evaluate all Proposals that are received in a proper and timely manner to determine whether they meet the submission requirements. Awards are made to the most responsive bidder that provides the proposal that is most advantageous to VIWMA, considering such factors as the Bidder's ability to perform the work the Bidders' past experience, time of delivery, etc. and not solely the lowest price.

VIWMA, at its sole discretion, will determine which Proposal best satisfies its requirements. All Proposals deemed to be responsive to the requirements of this RFP will be evaluated and scored for technical qualities and price. Proposals that are materially deficient in meeting the submission requirements of this RFP or have omitted material documents may be eliminated from consideration at the sole discretion of VIWMA. The evaluation process will include separate technical and price evaluations and will be conducted as set forth herein.

VIWMA reserves the right to award contracts based on initial proposals received, without discussion; therefore, the Respondent's initial proposal should contain its best technical and price terms.

The Selection Committee will consist of VIWMA officials and others, as deemed appropriate by VIWMA, and will be responsible for the recommendation of the selection of the Contractor. The final approval of the selection of the Contractor and the fees to be paid shall be made by the WMA Governing Board.

## Proposal Selection Criteria

The following criteria will be used by the VIWMA’s Selection Committee in evaluating proposals submitted in response to this RFP.

<b>Evaluation Factors</b>	<b>Total Points</b>
<b>Technical</b>	
Qualifications	20
Project Approach	20
Resource Availability	20
Previous Project Experience	20
<b>Pricing</b>	
Pricing	20
<b>Total</b>	<b>100</b>

### 13.1 Oral Interviews

Respondents may be required to participate in an oral interview. The oral interview will be a panel comprised of members of the selection committee. Respondent may only ask questions that are intended to clarify the questions that they are being asked to respond to. Each Respondent’s time slot for oral interviews will be determined randomly. Respondents who are selected shall make every effort to attend. If representatives of the VIWMA experience difficulty on the part of any Respondent in scheduling a time for the oral interview, it may result in disqualification from further consideration.

## **SECTION 14 : ENCLOSURES & APPENDICES**

**Enclosure Document A** : RFP Cover Letter

**Enclosure Document B** : Non-Collusion Affidavit

**Enclosure Document C** : Debarment Certification Form

**Enclosure Document D** : Respondent’s Qualification Statement

**Enclosure Document E** : Contract Document Checklist

**Enclosure Document F**: Base Bid Sheet

# ENCLOSURE DOCUMENT A

## VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY RFP COVER LETTER

### RESPONDENT

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tax Identification Number: \_\_\_\_\_

### RESPONDENT'S CONTACT PERSON

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### REQUEST FOR PROPOSAL INFORMATION

RFP Number: \_\_\_\_\_  
RFP Project Name: \_\_\_\_\_

**SCHEDULE OF ADDENDA**(I) or (We) acknowledge receipt of the Addenda to the RFP Package hereinafter named, for the project(s) included in this RFP and declare that (I) or (We) accept these Addenda and that every change is included in this proposal.

Addendum Number _____	Date _____
Addendum Number _____	Date _____
Addendum Number _____	Date _____
Addendum Number _____	Date _____
Addendum Number _____	Date _____

### RESPONDENT'S AUTHORIZED REPRESENTATIVE

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**ENCLOSURE DOCUMENT B**

**VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY  
Non-Collusion Affidavit**

\_\_\_\_\_, being first duly sworn, deposes and says that (1) he/she is [owner, partner, officer, representative, or agent] of: \_\_\_\_\_, the bidder that has submitted the attached bid;

(2) He/She is duly informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

(3) Such bid is genuine and is not a collusive or sham bid

(4) Neither the said bidder nor any of its officers, partners, owners, agents, representative, ex-employee or parties in interest, including the affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against The Virgin Islands Waste Management Authority or any person interested in the proposed contract, and

(5) The prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

\_\_\_\_\_  
(Name of Respondent, Name of Corporation, LLC, or Sole Proprietor)

Subscribed and sworn to before me on/in the Island/State of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ 2023, by \_\_\_\_\_ and \_\_\_\_\_ personally known to me.

(Trade or Corporation)

(Seal)

\_\_\_\_\_  
Notary Public

**ENCLOSURE DOCUMENT C**  
**VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY**  
**DEBARMENT CERTIFICATION FORM**

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**Certification Regarding Debarment, Suspension and Ineligibility**

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- (1) The Respondent certifies, by submission of this solicitation, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or any Federal department or agency.
- (2) Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the offer or cancellation of a contract. The VIWMA may also exercise any other remedy available by law.
- (3) Where the Respondent is unable to certify any of the statements in this certification, such Respondent shall attach an explanation to this solicitation.

Name of Authorized Representative: \_\_\_\_\_

Title of Authorized Representative: \_\_\_\_\_

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

Subscribed and sworn to before me on/in the Island/State of \_\_\_\_\_, this.  
\_\_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_ of legal age, \_\_\_\_\_  
\_\_\_\_\_ and personally, known to me.  
(Trade or Corporation)

(SEAL)

\_\_\_\_\_  
Notary Public

**ENCLOSURE DOCUMENT D**

**VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY  
RESPONDENT QUALIFICATIONS STATEMENT**

Name of License Holder: \_\_\_\_\_  
Name of Company/DBA (if any): \_\_\_\_\_  
Legal Status (check one): Corporation LLC Sole Proprietorship Partnership  
Business Location (Office): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Website address (if any): \_\_\_\_\_

---

Do you have a current USVI Business License? Yes No  
Number of Years licensed to conduct business in the USVI: \_\_\_\_\_  
Type of License(s): \_\_\_\_\_  
Number of Design/Builds completed in the last 5 Years \_\_\_\_\_, Average value of these  
Contracts \$: \_\_\_\_\_  
Do you have a plan to use Subcontractors? Yes No If yes, company: \_\_\_\_\_

---

Have you ever failed to complete a project, been fired, sued by one of your clients and/or found  
in default of contract terms? Yes No

If yes, explain on another sheet if a Performance Bond or other means were used to resolve the  
issue and the circumstances and the outcome.

Are there or have there been any Claims, Arbitration, Judgments or Liens against you?  
Yes No

If yes, explain on another sheet the circumstances and outcome.

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List of three non-VIWMA references that can be contacted for their input concerning your  
abilities:

1) Client Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
2) Client Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
3) Client Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

List your current Projects under Contract (Project Title or Clients Name), Value (Contract Value)  
and Percentage of Completion:

1) Client Name: \_\_\_\_\_ Value: \_\_\_\_\_ % \_\_\_\_\_  
2) Client Name: \_\_\_\_\_ Value: \_\_\_\_\_ % \_\_\_\_\_  
3) Client Name: \_\_\_\_\_ Value: \_\_\_\_\_ % \_\_\_\_\_

*(If you have more contracts, please list them on separate sheet)*

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Respondent shall certify that the above information is true and shall grant permission to VIWMA  
to contact the above-named person or otherwise verify the information.

**ENCLOSURE DOCUMENT E**



**VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY  
CONTRACT DOCUMENT CHECKLIST**

Name of Business: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 EIN Number: \_\_\_\_\_  
 CAGE Number: \_\_\_\_\_

- |  |                 |               |
|--|-----------------|---------------|
| <input type="checkbox"/> Current USVI Business License                       | Expiration Date | ___/___/20___ |
| <input type="checkbox"/> Government Insurance Coverage/Workman’s Comp.       | Expiration Date | ___/___/20___ |
| <input type="checkbox"/> Insurance   |                 |               |
| <input type="checkbox"/> Certificate of General Liability & Endorsement      | Expiration Date | ___/___/20___ |
| <input type="checkbox"/> Proof of Automobile Insurance                       | Expiration Date | ___/___/20___ |
| <input type="checkbox"/> Certificate of Professional Liability & Endorsement | Expiration Date | ___/___/20___ |
| <input type="checkbox"/> Errors & Omissions Insurance                        | Expiration Date | ___/___/20___ |
| <input type="checkbox"/> Malpractice Insurance                               | Expiration Date | ___/___/20___ |

The Insurance Policy shall name the VIWMA as a Certificate Holder and an Additional Insured via an endorsement as followed:

**Virgin Island Waste Management Authority  
7410 Estate Bovoni, Bay 2  
St. Thomas, USVI 00802**

Business Formation Documents

*For all business entities, please submit a Trade Name Certificate (if applicable) in addition to the following:*

- |  |   |
|--|---|
| <input type="checkbox"/> Corporation                     | <input type="checkbox"/> Articles of Incorporation & By Laws                |
|  | <input type="checkbox"/> Certificate of Resolution                          |
|  | <input type="checkbox"/> Certificate of Authority/ Good Standing            |
| <input type="checkbox"/> LLC                             | <input type="checkbox"/> Articles of Organization                           |
|  | <input type="checkbox"/> Certificate of Authority/ Good Standing            |
| <input type="checkbox"/> General Partnership             | <input type="checkbox"/> Partnership Agreement                              |
|  | <input type="checkbox"/> Certificate of Authority/ Good Standing            |
| <input type="checkbox"/> LP, LLP, LLLP<br>Qualifications | <input type="checkbox"/> Certificate of Limited Partnership or Statement of |
|  | <input type="checkbox"/> Certificate of Authority/ Good Standing            |
| <input type="checkbox"/> Sole Proprietorship             | <input type="checkbox"/> Tradename Certificate                              |

**ENCLOSURE DOCUMENT F**

**VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY  
BASE BID SHEET**

The undersigned contractor proposes to furnish all labor, tools, materials, equipment, miscellaneous supplies and incur any other costs as may be required to perform the scopes of work, subject to all the conditions as set forth in the project scope of work.

**Instructions:** For Section 1, the respondent should complete the position, Number of Staff, fully burdened Hourly Rate, Estimated Hours per Week, Materials and Equipment, and calculate the Estimated Total in the chart below. For Section 2, the respondent should provide the weekly or monthly amount as requested, times the corresponding number of weeks or months to provide the estimated total.

These costs are being provided for the purpose of evaluating bids and determining reasonable cost for these items. Depending on the structure of the winning bidder's response, not all costs may ultimately be included in the final contract.

<b>Position</b>	<b># of Staff</b>	<b>Hourly Rate</b>	<b>Estimated Hours per Week</b>	<b>Estimated Timing</b>	<b>Estimated Total</b>
<b>Section 1 – Hourly Rates</b>					
Security Guard (Armed)				52 Weeks	
Security Guard (Unarmed)				52 Weeks	
<i>(Other Anticipated Positions – Specify)</i>					
<i>(Other Anticipated Positions – Specify)</i>					
SUBTOTAL - POSITIONS					
<b>Section 2 – Other Expenses</b>					
Capital Equipment <i>(Specify)</i>					
<i>(Other Anticipated Expenses - Specify)</i>					
SUBTOTAL – OTHER EXPENSES					
<b>TOTAL</b>	-	-	-	-	

**PLEASE PRINT OR TYPE NAME & SIGN BELOW**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_