

REQUEST FOR PROPOSALS (RFP)

Private Security Patrol Services - 7335 Old National Highway | Future Municipal Court

Site	7335 Old National Hwy, South Fulton, GA - final property limits/site map to be confirmed at site walk	Term	Initial 3-6 months; optional month-to-month extension based on funding, performance, and need
Service Preference	Armed security preferred; combined fixed-post, mobile patrol, armed upgrade, and call-out model	Objective	Deter trespass, vandalism, theft, dumping, unauthorized access, unsafe activity, and premises-liability exposure
Award Structure	Single best-value as-needed award; City sets final days/hours within 8 AM-8 PM, post orders, and NTE price	Start Target	Mobilize within 7 days of notice to proceed; 30-day performance review before continuation/extension
City Rights	Reject any/all bids; negotiate scope; remove unsuitable personnel; withhold unsupported hours; terminate for cause/convenience	Pre-Bid	Site walk recommended; confirm exact days/hours, property limits, contacts, signage, cameras, lighting

1. PURPOSE AND RISK POSTURE

The City seeks a licensed private security contractor to provide temporary patrol, deterrence, incident reporting, and emergency coordination for the future Municipal Court facility. The operating posture is prevention-first: protect life safety, stabilize incidents, preserve property, reduce nuisance and trespass conditions, and create defensible documentation that protects the City from avoidable operational and premises-liability exposure.

2. SCOPE OF WORK

- Provide uniformed coverage for exterior perimeter, parking areas, entrances, building envelope, high-risk access points, and other areas identified during the site walk.
- Conduct randomized foot and marked-vehicle patrols at variable intervals; document patrols by GPS, electronic tour, QR/checkpoint, or equivalent auditable method.
- Deter and report trespass, unsafe loitering/camping, unauthorized entry, vandalism, dumping, theft, fire hazards, suspicious vehicles, weapon observations, and property damage.
- Check doors, gates, windows, lighting, cameras, fencing, signage, and visible safety hazards; immediately report deficiencies that create risk.
- Respond to alarms, disturbances, medical issues, fire/smoke conditions, severe weather, and suspicious activity; call 911 when police, fire, or EMS response is required.
- Submit daily activity logs and incident reports within 24 hours; urgent/high-liability incidents require immediate phone notification to the City contact and/or 911.
- Coordinate with City representatives and South Fulton Police. Contractor personnel are not sworn law enforcement and shall not exceed lawful private-security authority.

3. STAFFING AND SERVICE OPTIONS

- Combined model: scheduled fixed-post coverage, randomized mobile/vehicle patrols, armed-security preference/upgrade, and emergency call-out support under one award.
- Hours/days: City-directed, as needed, generally within 8:00 AM-8:00 PM; may include weekdays, weekends, holidays, transition activities, or elevated-risk conditions.
- Contractor must prevent abandoned posts and provide relief/call-out replacement, 24/7 supervisor access, patrol verification, and immediate replacement of City-rejected officers.

4. MANDATORY COMPLIANCE

- Firm must be licensed and in good standing to provide private security services in Georgia, including compliance with the Georgia Board of Private Detective and Security Agencies and O.C.G.A. Title 43, Chapter 38, as applicable.
- Assigned personnel must pass criminal background screening, employment eligibility verification, drug screening, and firearms qualification where armed service is proposed.
- Officer training must include de-escalation, report writing, trespass protocols, legal limits of authority, customer-service conduct, emergency communications, CPR/First Aid, and ADA/vulnerable-person interaction.
- Contractor must comply with OSHA, E-Verify/public-contractor requirements, City policies, nondiscrimination rules, records retention, confidentiality, and all applicable procurement terms.

5. INSURANCE, INDEMNITY AND LIABILITY CONTROLS

- Minimum insurance: CGL \$1M occurrence/\$2M aggregate; Auto \$1M; Workers Compensation statutory; Employer Liability \$1M; Security Services/Professional Liability \$1M; Umbrella/Excess \$2M preferred; firearm/use-of-force coverage required for armed proposals.
- City, elected officials, officers, employees, and agents must be additional insured on a primary/noncontributory basis with waiver of subrogation where available.
- Contractor shall indemnify, defend, and hold harmless the City for claims arising from contractor operations, omissions, negligent hiring/training/supervision, excessive force, unlawful detention, property damage, privacy violations, or failure to perform.
- No body-worn camera, drone, or surveillance technology may be used unless approved in writing by the City with retention, privacy, evidence, and public-records controls.

6. REPORTING, KPIS AND QUALITY ASSURANCE

- Daily logs must include officer name, post times, patrol times, checkpoint confirmations, observations, contacts, police/fire calls, corrective recommendations, and photos where appropriate.
- Incident reports must include who/what/when/where, narrative, officer actions, witnesses, evidence preserved, notifications made, and recommended follow-up.
- Monthly dashboard: patrol completion rate, missed/late shifts, incidents by type/time/location, police calls, response times, lighting/access-control deficiencies, corrective actions, and training compliance.
- City may conduct unannounced audits, require corrective action within 24-72 hours, withhold payment for unsupported hours, and terminate for repeated nonperformance.

7. PROPOSAL REQUIREMENTS

- Submit company profile, Georgia license, officer/supervisor certifications, armed-service credentials, insurance certificate, use-of-force policy, post orders template, staffing plan, emergency escalation matrix, sample reports, pricing sheet, and three comparable references.
- Pricing must show armed/unarmed, supervisor, mobile patrol, emergency call-out, weekend/holiday, mobilization, technology, and NTE costs for 3- and 6-month terms within the 8:00 AM-8:00 PM service window.
- Preferred value-adds: mobile patrol app, GPS tours, marked vehicle visibility, QR/checkpoint verification, lighting/security deficiency reports, and weekly management summary.

8. EVALUATION AND RECOMMENDED AWARD STRUCTURE - 100 POINTS

- Capability and relevant experience - 25: municipal, courthouse, government, vacant/transitioning facility, or high-liability property experience.
- Compliance and liability controls - 25: licensing, armed credentials, background checks, insurance, indemnity, supervision, use-of-force policy, and training documentation.
- Operational plan - 25: patrol design, staffing continuity, response/escalation protocols, reporting quality, technology, and quality assurance.
- Price/value - 15: clear rates, not-to-exceed cost, fiscal discipline, and measurable service level value.
- References/responsiveness - 10: comparable references, mobilization ability, clarity, and responsiveness to City requirements.
- Recommended structure - combined as-needed award for fixed post, mobile patrol, armed preference, and call-out support; City sets 8 AM-8 PM days/hours, NTE budget, 30-day KPI review, and extension only for satisfactory performance.