

**INVITATION FOR BID  
October 31, 2024**

INVITATION FOR BID NUMBER	IFB 24-034
NAME OF BID	Annual Contract for Security Guard Service
BIDS WILL BE RECEIVED AT	MAWSS Bid Box Donaghey Business Entrance 4725A Moffett Road or PO Box 180249 Mobile, AL 36618
MANDATORY PREBID MEETING	10:30 am on November 11, 2024 in the MAWSS Operations Center Board Room
BID OPENING DATE	November 18, 2024
BID OPENING TIME	10:30 am Central Time
AWARD WILL BE MADE BY	Total Cost
CONTRACT PERIOD	1/1/25 – 12/31/25 with two 1-year extension options
ADDITIONAL INFORMATION CONTACT	Tarrance Johnson (251) 694-3169 or (251) 656-3414 Email: <a href="mailto:tjohnson@mawss.com">tjohnson@mawss.com</a>
APPLICABLE SDP POLICY	None

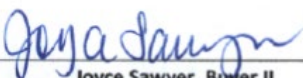
Sealed bids must be in the Purchasing Department no later than the time specified in order to be considered. Submissions received after the deadline will not be considered. Envelopes must bear the name of the supplier, company address and the words “IFB 24-034 Security Guard Service” or “IFB 24-034 NO QUOTE.” Facsimile or email bids will not be accepted.

All bids must be submitted on the attached forms or your bid will be disqualified. Bidder shall furnish all the information required by the solicitation. The bidder’s name must be typed or printed on the bid sheet, and signed by the bidder or appropriate authorized executive officer of the bidder’s company. Bidders must initial any changes or erasures. Bidders should retain a copy of bids for their records.

Bidders shall acknowledge receipt of all addenda to this solicitation by signing and returning each addendum or by identifying the addendum number and the date on the bid form. Failure to acknowledge receipt of any addendum by a bidder will result in rejection of the bid if MAWSS determines that the addendum contains information that materially changes the requirements.

All bids shall be quoted FOB Destination, freight prepaid with no additional charges. Unless otherwise specified in the bid, all prices will be on a firm-fixed price basis and are not subject to adjustments based on costs incurred. MAWSS reserves the right to reject any or all bids submitted, to waive any informality in any bid or in the bid process, or to terminate the bid process at any time, if deemed by MAWSS to be in MAWSS’s best interest.

This “Invitation for Bid” with “Specifications,” “Conditions,” “Bid Form,” signed by the successful bidder’s authorized representative, and all attached drawings and other documents furnished by MAWSS to the bidders with the Invitation for Bid in order to illustrate the contract requirements, will constitute a contract for the goods and/or services to be purchased.

  
 \_\_\_\_\_  
 Joyce Sawyer, Buyer II  
 Board of Water and Sewer Commissioners

## IFB 24-034 SECURITY GUARD SERVICE CONDITIONS

The Board of Water and Sewer Commissioners of the City of Mobile will accept bids for **Security Guard Service** in our Purchasing Department Bid Box located in the Business Entrance at 4725 Moffett Road, Mobile, AL. 36618 **no later than 10:30 a.m.** local time on **November 18, 2024**. Bids will be opened immediately after bid closing time in the Operations Center Board room located at the Customer Service entrance. Award will be by **Total Cost**. The bidder offers and agrees, if this bid is accepted, to furnish the items and/or services as defined in the specifications for the unit price set opposite each item. All items shall be delivered to the job site as needed.

**A mandatory Pre-Bid meeting** will be held between representatives of Contractor and representatives of MAWSS prior to the bid opening. The mandatory Pre-Bid is scheduled for **10:30 a.m. on November 11, 2024** in the **MAWSS Operations Center Board Room** located at the Customer Service entrance.

Bidder understands that his/her bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids.

MAWSS shall not be committed to the purchase of a pre-established minimum quantity for any one item or service.

A bidder may not modify its bid after bid opening. Errors in the extension of unit prices stated in a bid or in multiplication, division, addition or subtraction in a bid may be corrected by the MAWSS Purchasing Buyer prior to award. In such cases, unit prices shall not be changed.

It is the responsibility of the bidder to determine prior to the bid opening whether any amendment, additions, deletions or changes of any type have been made to this Invitation for Bid, Conditions, Specifications, Bid Form or any of the other bid documents. Bid documents and any amendments made to this bid will be posted on our website at [www.mawss.com](http://www.mawss.com).

Invoicing Requirements: MAWSS is requiring additional information for all work performed and services provided. On the vendor's invoice for payment should be a detailed listing of hours worked, services provided, dates completed, locations involved and any other pertinent information needed to verify the work and/or services were completed in accordance to the bid specs. This additional information can be supplied in the form of detailed invoices, work orders, checklists or any other documents used to track the work performed or services provided but details must be included on the actual invoice. A copy of the invoice and these additional details must be sent to Tarrance Johnson at [tjohnson@mawss.com](mailto:tjohnson@mawss.com) and emailed to Accounts Payable at [AcctsPayable@mawss.com](mailto:AcctsPayable@mawss.com).

**END OF CONDITIONS**

## IFB 24-034 SECURITY GUARD SERVICE SPECIFICATIONS

A Bid Bond guarantee will be required with each bid for at least 5% of the amount of bid not to exceed \$10,000 filed in the form of a certified check, bid bond, or irrevocable Letter of Credit acceptable to the Owner payable to The Board of Water and Sewer Commissioners of the City of Mobile, Alabama. Bid Bonds shall include certification that the bonding company is listed in Circular 570 of the U.S. Treasury Department. The name, address, telephone number, and contact person for the bonding company shall also be included.

The Contractor shall furnish a "Contract Bond" or an irrevocable "Letter of Credit" acceptable to the Owner. All bonds and letters of credit shall be for 100% of the contract price.

Bids must be submitted upon the standard forms furnished by The Board of Water and Sewer Commissioners of the City of Mobile, Alabama, included in the Project Specifications. Attached to this Invitation for Bid is a copy of the contract that the successful bidder will be required to sign prior to providing any services.

Any Security Guard Service that enters into a contract with the Board of Water and Sewer Commissioners of The City of Mobile must have a Drug Testing Program consistent with the Board's Drug and Alcohol Policy. The company must have all licenses, permits, and certifications required to operate a security business in the City, County, and State.

The company shall possess an active license provided by the Alabama Security Regulations Board and any other business/security license required by federal or state law.

Proposals shall be for one year with an option to renew for two additional one-year periods.

A bi-annual review of the contract will be allowed by the contract administrator and the vendor to determine if a wage increase is necessary due to minimum wage increases mandated by the State or Federal Government. If a wage increase is agreed upon by both parties, the contract administrator shall submit a request for increase to the Board of Water and Sewer Commissioners for final approval.

### **I. GUARD SERVICE INSURANCE SPECIFICATIONS**

See **Attachment D**

### **II. ADDITIONAL INFORMATION REQUIRED AS PART OF YOUR PROPOSAL**

**This information must be submitted and will be used in evaluating and awarding this bid.**

1. Total hourly charge for services for the facility, itemized by classification of employee.
2. Copies of certificates of insurance carried by your company.
3. Minimum qualifications of guards. Include a copy of the training plan used by your company, and the qualifications of your supervisors. Guards must be a High School graduate or have a GED.
4. List the background investigations conducted on your employees.
5. Provide a list of client references that you provide with guard services in the Mobile area. List the name and telephone number of a contact person at each client.
6. List additional services offered.
7. Describe the Quality Control/Quality Assurance Program used.
8. List the number of employees in the Mobile office of your Company. How many Supervisors?

## IFB 24-034 SECURITY GUARD SERVICE SPECIFICATIONS

9. Your office hours.
10. Availability for emergencies. Do you have a Security Company Supervisor to answer phone calls after routine hours? Do you use an answering machine or answering service?
11. Your office location.
12. A contract/performance bond is required for this project. Is the company that provides your bond on the U.S. Department of Treasury's list of approved sureties?

**Note:** MAWSS will designate certain locations that must be checked during rounds after regular work hours. MAWSS will review and train the Security Guard Service Supervisor and they will be responsible for training the rest of their guards.

### III. UNIFORMS

All Security Guards must wear a uniform provided by the guard service.

### IV. GUNS

Guns and/or other weapons are **NOT** to be carried by any guard service employee working on the Shelton Beach Road Facility, Park Forest Facility, and Fox Landing. The Board of Water and Sewer Commissioners takes no responsibility for any incidents and or accidents involving the use of guns and/or any other weapons.

### V. PAYMENT

Invoices are to be submitted by the 6<sup>th</sup> of each month to [acctspayable@mawss.com](mailto:acctspayable@mawss.com) with a copy to Tarrance Johnson at [tjohnson@mawss.com](mailto:tjohnson@mawss.com).  
The invoice must show all hours worked for the month.

### VI. DUTIES

In addition to general duties normally required of a guard service, the successful contractor will be required to fulfill the duties spelled out in the Guard Service Standard Operating Procedure for The Board of Water and Sewer Commissioners of the City of Mobile (copy attached).

### VII. COVERAGE

The contract holder will be required to provide guard service at the following facilities:

- Shelton Beach Facility for three (3) shifts during the hours of (Shift 1) 7:00 am through 3:00 pm, (Shift 2) 3:00 pm through 11:00 pm and (Shift 3) 11:00 pm through 7:00 am every day including weekends and holidays.
- Park Forest Facility for one (1) shift during the hours of 6:00pm through 6:00am every day including weekends and holidays.
- Fox Landing Boat Wash Facility for one (1) shift during the hours of 6:00am through 9:00pm for Friday, Saturday and Sunday each weekend, including holidays, 52 weeks per year.

The hourly rate quoted for this bid should include any holiday or overtime pay needed to provide this service 365 days per year.

The Board of Water and Sewer Commissioners of The City of Mobile reserves the right to terminate the contract holder for not fulfilling all of the requirements of this contract including any violations of the Guard Service Standard Operating Procedure (SOP) with thirty (30) days prior written notice.

### VIII. ADDITIONAL REQUIREMENTS

The successful bidder will start providing security services on **January 1, 2025**.

A pre-award conference will be held to review the terms of the contract.

**IFB 24-034 SECURITY GUARD SERVICE  
BID BOND**

The undersigned agrees that, in case of failure on his part to execute the said Contract and the bond within the time required after written notice being given of the award of the Contract, the check or bid bond in the amount of five percent (5%), of the bid amount, not to exceed \$10,000, accompanying this bid, and the monies payable thereon, shall be paid into the funds of the Board of Water and Sewer Commissioners of the City of Mobile, Alabama as liquidated damages for such failure; otherwise the check or bid bond accompanying this Proposal shall be returned to the undersigned:

Attached hereto is a certified check or notarized bid bond on the Bank of \_\_\_\_\_  
(Name of Bank or Surety)

for the sum of \_\_\_\_\_ Dollars and \_\_\_\_\_ (\$ \_\_\_\_\_)

made payable to the Board of Water and Sewer Commissioners of the City of Mobile, Alabama.

**KNOW ALL MEN BY THESE PRESENT:**

**THAT we:** \_\_\_\_\_  
(Name of Contractor) By: \_\_\_\_\_ Title: \_\_\_\_\_

And \_\_\_\_\_  
(Name of Surety) By: \_\_\_\_\_ Title: \_\_\_\_\_

**Are held and firmly bound unto The Board of Water and Sewer Commissioners of the City of Mobile, Alabama, as Obligee, in the full and just sum of:**

\_\_\_\_\_ Dollars and \_\_\_\_\_ (\$ \_\_\_\_\_)

**lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.**

By \_\_\_\_\_  
(Legal Signature)

\_\_\_\_\_  
(Printed Name and Title)

Witness: \_\_\_\_\_  
(Legal Signature)

Witness: \_\_\_\_\_  
(Legal Signature)

SIGNED, SEALED AND DELIVERED ON \_\_\_\_\_  
Date

**BIDS WILL NOT BE CONSIDERED, UNLESS ACCOMPANYING BID BOND IS SIGNED BY PRINCIPAL AND SURETY, OR IN LIEU THEREOF, A CERTIFIED CHECK, OR IRREVOCABLE UNCONDITIONAL LETTER OF CREDIT FROM YOUR BANK MUST ACCOMPANY THE PROPOSAL.**

**IFB 24-034 SECURITY GUARD SERVICE  
CONTRACT**

(STATE OF ALABAMA)

(COUNTY OF MOBILE)

This instrument, executed this the \_\_\_\_\_ of \_\_\_\_\_, by and between the Board of Water and Sewer Commissioners of the City of Mobile, a public corporation, organized under the laws of Alabama, hereinafter called "the Board", and \_\_\_\_\_, a corporation qualified to do business in the State of Alabama, which instrument embodies a commitment by \_\_\_\_\_ to perform security services for the Board and certain other covenants and agreements between the parties and is referred to in its entirety herein as "this agreement".

WITNESSETH:

Now, therefore, in consideration on the mutual covenants conditions, terms and agreements herein contained, the parties hereto agree and covenants conditions, terms and agreements herein contained, the parties hereto agree and covenant as follows:

1. **Employment** The Board employs \_\_\_\_\_ and \_\_\_\_\_ accepts employment with the Board to render security services for the Board as determined by the Board. This contract is for the Shelton Beach Road Facility, Park Forest Facility and Fox Landing.
2. **Scope of Duties** \_\_\_\_\_ shall include, but not be limited to the following: \_\_\_\_\_, Shall furnish uniformed guard service to endeavor to prevent and protect the Board's property by observing and reporting any signs or attempts of fires, thefts and damage, or destruction by sabotage, riots, or other intentional acts of violence; however, \_\_\_\_\_, will not be responsible for any equipment lost, stolen, nor damage that may occur on or about the protected property that did not occur due to any proven negligence on the part of \_\_\_\_\_ personnel and is not proven to be the fault of or performed by \_\_\_\_\_ personnel. (See attached Guard Service Standard Operating Procedure for more information on duties and responsibilities.)
3. **Hours of Coverage and Rate for Shelton Beach Facility** \_\_\_\_\_ shall provide a security officer for a twenty-four (24) hour period. **Hours of Coverage and Rate for Park Forest Facility** \_\_\_\_\_ shall provide a security officer for an (8) Hour period. **Hours of coverage and Rate for Fox Landing Boat Wash Facility** \_\_\_\_\_ shall provide a security officer for a (15) Hour period everyday including holidays beginning on **January 1, 2025**. The rate per hour shall be \$ \_\_\_\_\_ through **December 31, 2025** and this includes all overtime, taxation, administration, supervision, security reporting forms, uniforms, all necessary guard equipment, pre-assignment training, on-the-job training, insurance, employee benefits, holidays and substitute personnel. Also included in the rate is the use of Bar code stations for the purpose of round assurance for the duration of the contract. Supervisory personnel will be on duty twenty-four (24) hours per day and will provide inspection and supervision of the guards assigned to the Board at unannounced times during each shift. All guards will be security checked prior to being assigned to the Board's premises.
4. **Duration of Contract** This agreement shall be effective **January 1, 2025 at 7:00 a.m.** and this agreement shall remain in effect for a period of one (1) year with the option to renew for two (2) additional one (1) year extensions upon the agreement of both parties.
5. **Guns** Guns and/or other weapons are not to be carried by any \_\_\_\_\_ employees working on the Shelton Beach Road Facility, Park Forest Facility and Fox Landing Boat Wash Facility. The Board of Water and Sewer Commissioners takes no responsibility for any incidents and or accidents and or accidents involving the use of guns and/or any other weapons.
6. **Assignment Prohibited** This agreement is personal to each of the parties hereto and neither party may assign nor delegate any of its rights or obligations hereunder without first obtaining the written consent of the other party.

**IFB 24-034 SECURITY GUARD SERVICE  
CONTRACT**

7. **Amendments** No amendments and additions to this agreement shall be binding unless in writing and signed by both parties except as herein otherwise provided.
8. **Governing Law** This agreement shall be governed in all respects whether as to validity, construction, capacity, performance or otherwise, by the laws of the State of Alabama. The paragraph headings used in this agreement are included solely for convenience and shall not affect or be used in connection with the interpretation of this agreement.
9. **Notices** All notices and communications concerning this agreement shall be addressed to:

The Board of Water and Sewer Commissioners of the City of Mobile  
Attn: Mr. Tarrance Johnson, Safety & Security Specialist  
4725 Moffett Road Suite A, Mobile, Alabama 36618-2236 or  
Post Office Box 180249, Mobile, Alabama 36618-0249

- or at such other address as either party may designate in writing to the other. Unless otherwise expressly stated herein, all such notices shall be in writing and sent via certified or registered mail, return receipt requested, and shall be effective upon receipt or refusal of delivery.
10. **Licenses and Services** All security personnel will be licensed by the County Sheriff's Department and by the City of Mobile. All security officer personnel will be trained and certified under the state laws of Alabama and all security services will be performed in accordance with the application submitted by \_\_\_\_\_ and dated \_\_\_\_\_.
  11. **Insurance** Prior to commencement of \_\_\_\_\_, services, \_\_\_\_\_, shall procure and shall maintain during the continuance of this contract, at its sole cost and expense, policies of insurance as described in "Insurance Requirements", attached hereto and made a part hereof. The Board may at any time request evidence of insurance purchased by \_\_\_\_\_, to comply with this requirement and may demand that \_\_\_\_\_, purchase additional insurance deemed adequate by the Board. Securing by \_\_\_\_\_, of insurance hereunder shall not limit \_\_\_\_\_, liability under this agreement, but shall be additional security therefore.
  12. **Entirety, Exclusivity** This agreement contains the entire understanding between the parties hereto. Neither this agreement, any provision hereof, nor any agreement or provision included herein by reference, shall operate or be construed as being benefit of any third person.
  13. **Termination** The Board of Water and Sewer Commissioners of the City of Mobile, reserves the right to terminate any part of this contract with thirty (30) days prior written notice.
  14. **Defense and Indemnity** \_\_\_\_\_ shall defend, indemnify, and hold harmless the Board and its commissioners, officers, employees and agents, from and against all claims, damages, losses, actions, suits, and judgments of every nature and description, and expenses including attorneys' fees, arising out of or resulting in any way from the performance of this contract, unless such claim arises from the sole negligence of the Board.
  15. **Independent Contractor** The parties hereto understand and agree that \_\_\_\_\_ is acting in all respects as an independent contractor in the performance of this contract, and that \_\_\_\_\_ will act as an independent, self-employed entity in business for itself.

**IFB 24-034 SECURITY GUARD SERVICE  
CONTRACT**

IN WITNESS WHEREOF: the parties hereto have executed this agreement on the day and date first above written in two (2) counterparts, each of which shall without proof or accounting for the counterpart, be deemed and original Contract.

ATTEST:           The Board of Water and Sewer Commissioners of the City of Mobile, Alabama

By \_\_\_\_\_  
Tarrance Johnson, Safety & Security Specialist

ATTEST:           \_\_\_\_\_

Contractor

By \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title



**IFB 24-034 SECURITY GUARD SERVICE  
ATTACHMENT A**

**GUARD SERVICE  
STANDARD OPERATING PROCEDURES  
SHELTON BEACH ROAD FACILITY, PARK FOREST FACILITY AND FOX LANDING BOAT WASH**

**General Information**

The primary responsibility of the guard service is to maintain security of the following:

- Maintenance Center located at 1610 Shelton Beach Road Ext. Mobile, AL 36618
- Park Forest Facility located at 4725 Moffett Road Mobile, AL 36618
- Fox Landing Boat Wash located at 11900 Howell's Ferry Road Semmes, AL 36575, and
- Other duties as assigned.

The guards on duty represent the Board of Water and Sewer Commissioners of the City of Mobile and should always be neat, courteous, professional and proficient in carrying out their duties.

**Telephones**

The telephone in the guardhouse is to be used for official business only. The phone number at the guardhouse is 251-694-3453. The phone number at Park Forest is 251-694-3109. These phones should be used only by the guard. Phone calls received at the guardhouse requiring a response from a Mobile Area Water and Sewer System employee should be either referred to or transferred to the telephones in Dispatch. The telephone number in the Warehouse is 251-694-9409 or the office at 251-694-3165. The phone number of the Shelton Beach Road Facility is 251-694-3453.

On a limited number of occasions, the guard may receive a phone call from a customer seeking assistance. The guard should not attempt to respond to questions concerning the operations of the water system but should merely answer the phone and take a message and deliver it to the dispatcher for immediate response at 251-694-3165.

The telephone should be answered as follows, "Mobile Area Water and Sewer System, Security Gate, (Guard's name), may I help you".

**Field house**

The field house is not the guard's headquarters and therefore the guard should not spend any significant amount of time in that building. Drink and snack machines are located in that building which are available for use by the guard.

After the employees leave for the day, the Field House is to be locked and opened only for the night or standby crew.

**Relationship with MAWSS Employees**

Since the guard is responsible for security of the fenced compound in which many employees congregate from time to time, it is important that the guard not develop close friendships with any MAWSS employee. The guard should treat employees with proper respect and in a professional manner.

**Guardhouse**

The guardhouse is the office for use by the guard service. MAWSS employees should not be allowed inside the guardhouse unless they have specific business that they need to bring to the attention of the guard and all instances of this will be noted in the guard report. If the MAWSS employees want to congregate inside the guardhouse they should be asked to leave immediately. The guardhouse should be locked at all times when it is not occupied by the guard.

**Ice House**

The Ice House is for official use by Mobile Area Water and Sewer System employees only. Ice is not to be taken by employees for personal use unless they have written permission to do so.

## **Guard Service Contacts**

The Security Guard Service will provide to Mr. Tarrance Johnson, Safety & Security Specialist, a list of appropriate Guard supervisory personnel with office and home phone numbers listed.

## **Guard Supervisor Spot Checks**

A Security Guard Service Supervisor will conduct a spot check on the activities of the Security Guard working these sites at least twice during each 3:00 p.m. - 7:00 a.m. shift. In addition, a Security Guard Service Supervisor will spot check at least once during each 7:00 a.m. - 3:00 p.m. shift on weekends and on holidays. This site visit must be documented, in writing, in the Guard log book. Supervisor should be utilizing a marked, company vehicle when spot check is conducted.

## **Parking**

Employees' personal vehicles are to be parked in the employee parking lot and not in the MAWSS vehicle lot.

All guests, such as sales persons and contractors, visiting for a portion of the day, must park where the guard designates.

## **Security Rounds**

- **Shelton Beach**

The guard on duty during the 3:00 – 11:00 pm and 11:00 pm – 7:00 am shifts should make a walking tour of the grounds at least every 90 minutes and should make a record of such rounds. During the time the security guard makes his rounds, he will notify the dispatcher that he is making his rounds. The chain link gates should be closed and locked during rounds. If, during extremely busy periods, the guard is unable to make rounds at a set interval, it should be done so with sufficient frequency to ensure the security of the remote areas of the yard.

The Guard Service may provide a golf cart/bicycle to assist the guards in making rounds. This is an expense that will be paid for by the Guard Service and not by MAWSS.

Each round will include checking all doors to the Warehouse, Lift Station, Field Operations Center, Garage and Easement. If any door is discovered to be unlocked, Mr. Tarrance Johnson is to be contacted immediately. (See numbers under **Emergencies** Section). This will involve checking all sides of the building and checking the perimeter fence of the facility.

The Supervisor will conduct two spot checks between the hours of 3:00pm and 7:00am. The date, time and any comments concerning this inspection is to be recorded on a form and turned in weekly at the Guard Building.

- **Park Forest**

The guard on duty should make a walking tour of the interior of the facility at least every 1 hour and subsequently complete the MAWSS provided checklist relating to such rounds. During the walking tour of the facility, the guard should also ensure all exterior doors and gates are locked.

## **Video Monitors**

The Security Guard will be responsible for watching the video monitors located in the Guard Building and will immediately notify his supervisor, the police, and the proper MAWSS contacts if he sees a potential problem.

## **Personnel Authorized Entrance to MAWSS Property**

During non-regular working hours only authorized personnel are to be admitted entry into the MAWSS property. Authorized personnel are those employees working night shifts and standby crews that are called to duty by the MAWSS dispatcher. Additional personnel that can be authorized entry are: Mr. Bud McCrory, Mr. Doug Cote, Mr. Daryl Russell, Ms. Calressia Clark, Mr. Brad Dean, Ms. Fatima Washington and Mr. Tarrance Johnson.

Any questions arising as to whether or not individuals are authorized access should be cleared with the above individuals.

In the event an individual attempts to gain entry and has not been given authorized access by one of the above named persons, they should be denied entry until such time as authorization can be obtained. If the above individuals cannot be contacted, authorization should be acquired by contacting the immediate supervisor of the individual requesting access. The MAWSS dispatcher can assist in securing authorization for entry.

From time to time, individuals seeking employment with the Mobile Area Water and Sewer System will try to gain entry to the property. They should be denied access and referred to 4725 Moffett Road to make application for employment, and also be informed that office hours are 8:00 a.m. until 5:00 p.m.

Delivery trucks often times make deliveries to the Warehouse or Garage. They should be allowed to make such deliveries but their entrance will be recorded in the appropriate log book or record kept by the guard. They should also be logged out appropriately. (See "Attachment B" for this procedure)

The identification of anyone entering the yard after hours can be obtained from the employee's identification card. Employees should have in their possession an identification card that has their picture and employee number as a part of the card. If the guard is uncertain as to the name of the individual, they should ask to see their identification card.

In addition, each vehicle entering the yard other than Company Owned vehicles (identified by a blue license plate with "PUD" as part of the license number) should be identified by vehicle make and license plate number. Company vehicles can be identified by vehicle number as well as license plate number.

### **Emergencies**

Any time an emergency occurs, a responsible party in charge at the Mobile Area Water and Sewer System must be contacted and informed of the emergency. Emergencies could include such things as a report of theft of property, forced entry into the secured area, uncooperative employees seeking access to the property, misconduct on behalf of any MAWSS employee, Fire Department, Police Department being called for assistance, physical injury, etc.

<u>Name</u>	<u>Office Phone Number</u>	<u>Cell Phone Number</u>
Tarrance Johnson	(251) 694-3169 or (251) 694-3466	(251) 656-3414

The MAWSS dispatcher can assist in making such contacts. In any event, when an emergency exists, one of the above individuals needs to be contacted.

### **Gate Control**

The drive-thru entrance and exit gate should be opened by the crews arriving and leaving the facility. The gate should be operated manually for other vehicles.

Unless traffic dictates, the chain link exit gate should be closed and locked at 8:00 pm and at all times outside of regular work hours when not under observation of the guard.

On weekends and non-regular working hours, the company vehicle entrance gate arm should be operated manually or with a record made of all persons entering and departing.

During non-regular working hours, vehicles can be allowed to enter and exit through the same gate. During normal working hours and during periods of heavy traffic movement through the gates, both entrance and exit gates, should be utilized appropriately.

### **Record Keeping**

Visitor and vehicle report forms shall be completed by each shift. Information entered on this form should be done so in chronological sequence. All information written **must** be clear and legible.

A daily report shall be completed by each shift. All information should be entered into the form in sufficient detail so as to present adequate information. All emergencies or irregular activities or events should be noted on the daily report form.

The attached SOP is to be followed for all non MAWSS vehicles entering the north gate with the exception of the Board members and the Boards attorneys (Attachment B).

Daily report forms and visitor/vehicle report forms should be maintained in a file in the guardhouse.

### **Smoking**

Smoking is **not allowed** in any Mobile Area Water and Sewer System building - including the Guard Building. Smoking is allowed in the yard but not close to the door to any structure.

### **Sleeping**

Guards are **not allowed** to sleep during their shift. Any Guard discovered sleeping while on duty at Mobile Area Water & Sewer System will be reported to the Guard Service Supervisor and that Guard is to be removed from this post IMMEDIATELY. Sleeping while on duty will be considered grounds for terminating this contract and awarding this contract to the next lowest bidder.

### **Problem**

Any type of policy violation, or problem, is to be submitted to: Tarrance Johnson, Safety & Security Specialist at (251) 656-3414.

### **Reports**

The Security Guard reports are to be left in the Guard Building for Tarrance Johnson each morning at the end of the 11:00 p.m. to 7:00 a.m. shift. After review, these will be stored by Tarrance Johnson.

Revised: 10-30-2024

## IFB 24-034 SECURITY GUARD SERVICE

### ATTACHMENT B

#### GUARD SERVICE

#### STANDARD OPERATING PROCEDURES

#### NON-MAWSS VEHICLE ENTRY AT SHELTON BEACH ROAD FACILITY

The purpose of this Standard Operating Procedure is to ensure that the operation of Non-MAWSS vehicles entering the Shelton Beach Road Facility is documented. Identifying Non-MAWSS vehicles is critical to tracking all vehicles that enter this facility. Documenting this entry will help MAWSS employees identify all vehicles located at their facility. It will also help identify all operators of the vehicle and their reason for entering the MAWSS facility. A Non-MAWSS vehicle is defined as any vehicle without a MAWSS emblem or a MAWSS public tag. This will include delivery trucks and all MAWSS employees in a personal vehicle. The policy will exclude Board members and the Board's attorney. A special procedure to be followed for Board Members and Board Attorneys is included. A list of Board members and Attorneys names, as well as vehicle type, will be attached to this policy and posted in the Guard Shack. This procedure shall be followed every time a Non-MAWSS vehicle enters this facility.

#### **Method**

This SOP outlines the method for tagging all Non-MAWSS vehicles entering the Shelton Beach Road Facility.

#### **Required Forms**

1. A *Security Gate Control Log* shall be located at the Dispatchers Office, and the Guard shack.

#### **Procedure for Security Employee**

1. Discuss information needed for pass and log with visitor (Date, Company Name, Person Name, Purpose of Visit, MAWSS Contact).
2. Have visitor pull inside gate (park behind Guard Shack) and wait until Guard makes a call to MAWSS contact to verify that they are on company's premises. A list of all MAWSS employees and extensions are located in the Guard shack. If the contact is present, steps three thru seven should be followed. If they are not, have visitor leave information and relay this information to MAWSS contact. Visitor should exit premises at this time.
3. Log this information, along with current time, to the Security Gate Control Form.

#### **Procedure for Board Members and Board Attorneys**

1. Log information needed for Security Gate Control Log. You will only the Date, Person's Name, and Time In. In the place of Company Name, you will list either Board Member or Board's Attorney. (See page 16 for list of names) Record this information to log. You will not need to stop either Member. They will be allowed to enter gate as a MAWSS vehicle would.
2. When Board Member or Board's Attorney leaves the premises, this Time Out will be logged to the form.

## **RELATED DOCUMENTS**

### **Attachments**

The form/log discussed in this SOP is located on page 15. The list of Board Members and the Board's Attorney names are located on page 16.

### **SOP Modification Authorization**

This SOP may be modified by the Director, or the Legal/Risk/Safety & Security Department.

### **SOP Date of Issuance**

This SOP was issued on Nov 17, 2002.

**Mobile Area Water and Sewer System  
Security Gate Control Form**

Date	Company Name	Person Name	Purpose for Visit	Time In	Time Out

**MAWSS Board Members**

**Name**

Mr. John C. Williams  
Mr. Thomas Zoghby  
Mr. Raymond Bell, Jr.  
Ms. Barbara Drummond  
Ms. Maria Gonzales  
Ms. Linda St. John  
Mr. Jay W. Weber  
Mr. Billy J. McCrory, Jr.

**MAWSS Board's Attorney**

**Name**

Mr. Bradley E. Dean

Revised: 10-30-2024



**IFB 24-034 SECURITY GUARD SERVICE  
ATTACHMENT C**

**GUARD SERVICE  
STANDARD OPERATING PROCEDURES  
UNATTENDED MAWSS VEHICLES AND/OR EQUIPMENT & KEY STORAGE**

**Purpose**

The purpose of this Standard Operating Procedure is to ensure that the operation of unattended MAWSS vehicles. A MAWSS vehicle and or equipment should not remain running or any key remain in the vehicle while the vehicle is unattended. This will include vehicles and or equipment located on or off MAWSS property. This SOP will instruct employees in the proper steps for key storage and spare key usage. This procedure shall be followed every time a MAWSS vehicle (equipment) remains unattended or spare keys are put into use.

**RELATED DOCUMENTS**

**SOP Modification Authorization**

This SOP may be modified by the Director or Legal/Risk/Safety & Security Department

**SOP Date of Issuance**

This SOP was originally issued on June 25, 2002.

Revised: 10-30-2024

**IFB 24-034 SECURITY GUARD  
ATTACHMENT D**

**INSURANCE REQUIREMENTS**

- A. **General:** The Supplier shall provide insurance in accordance with the required specifications. A current certificate of insurance must be provided with your bid. MAWSS does not need to be named as an additional insured on this certificate.
- B. **Supplier Coverage:** The Supplier shall not commence work under this Contract until he has obtained all insurance required under the following paragraphs and until such insurance has been approved by the Owner, nor shall the Supplier allow any subcontractor to commence work on his subcontract until all similar insurance required of the subcontractor has been obtained and approved. If the subcontractor does not take out insurance in his own name, the Supplier shall provide such insurance protection for the subcontractor and such subcontractor's employees.
- C. **Casualty Insurance:** The following insurance coverages (with limits not less than specified herein) shall be maintained by the Supplier for the duration of the Contract, affording coverage for any claim arising out of Supplier's operations herein, whether by the Supplier or by any subcontractor or by any Employee or Agent of either:
1. Claims of employees under Worker's Compensation and other similar employee benefit acts, including claims because of bodily injury, occupational sickness or disease, or death.
  2. Claims arising out of bodily injury, sickness, disease, or death of any person other than employee.
  3. Claims for damages arising out of libel, slander, false arrest, detention or imprisonment, malicious prosecution, defamation or violation of right of privacy, wrongful entry or eviction or other right of private occupancy, including claims as a result of an offense related to the employment of a claimant by Contractor (so-called "Personal Injury").
  4. Claims arising out of damage to or destruction of tangible property, including loss of use.
  5. The Supplier shall furnish certification of insurance and policies verifying that the above coverages are in effect before commencing any work, and that each policy is endorsed to give the Owner 30 days notice in writing in the event of cancellation or material change therein.

Policies of Insurance shall state that the Owner and the Owner's employees be named as additional insureds on the Supplier's Automobile Liability and Commercial General Liability policies. In respect to Worker's Compensation, a Waiver of Subrogation shall be issued in favor of the Owner. Where applicable, the U.S. Longshore and Harborworkers Compensation Act Endorsement shall be attached to the policy. Where applicable, the Maritime Coverage Endorsement (to include coverage under Jones Act) shall be attached to the policy. Both the U. S. Longshore and Harborworkers and the Maritime Coverage shall have limits equal to or greater than the employer's liability coverage.

6. Rated by AM Best – A- or better. For non-admitted companies, a rating of A or better by AM Best.
  - a. At the discretion of the Board, worker's compensation insurance may be placed through a qualified worker's compensation self-insurance fund.

b. **Limits of Liability:**

<b>Worker's Compensation</b>	Statutory
<b>Employers' Liability</b>	\$500,000 Each Accident \$500,000 by Disease, Policy Limit \$500,000 by Disease, Each Employee
<b>Commercial Automobile</b>	\$1,000,000 Each Accident Bodily Injury and Property Damage Combined Business Auto Includes All Owned, Leased, Hired and Non-Owned Automobiles
<b>Commercial General Liability</b>	\$1,000,000 per Occurrence \$1,000,000 Personal & Advertising Injury \$2,000,000 General Aggregate per Project \$2,000,000 Products & Completed Operations Aggregate \$100,000 Fire Damage Liability

**Umbrella Liability:** In addition to the basic limits previously set out for Commercial General Liability, Products and Completed Operations, Automobile Liability and Worker's Compensation. Coverage shall be issued with a "pay on behalf of" wording, including Personal Injury and other extensions, and provide coverage at least as broad as that afforded by the primary insurance policies.

**Extensions (only if applicable):**

Blanket Contractual Liability	Blanket Collapse and Underground Coverage
Personal Injury	Broad Form Property (including Completed Operations)
Host Liquor Liability	Employees as Additional Insureds
Non-owned Watercraft Liability	Incidental Medical Malpractice
Worldwide Products	Extended Bodily Injury (Assault and Battery)
Fire Legal Liability	
Newly Acquired Organizations	

When and if the use of explosives for blasting purposes appears necessary or desirable, such methods shall not be undertaken without written authorization of the Owner, and then only provided that acceptable extensions of liability coverage have been obtained specifically to include the explosion ("X") hazard and the collapse ("C") hazard. The policy of general liability shall include the special underground property damage coverage (providing the so-called "U" hazard) on a blanket basis.

- D. **Owner's Protective Liability:** The Supplier shall furnish from a carrier acceptable to the Owner, a policy of liability insurance, commonly called "Owner's Protective Liability" in the name of the Board of Water and Sewer Commissioners of the City of Mobile, d/b/a MAWSS, providing "Independent Contractor's Coverage" for the operations embraced by this Contract with limits of \$1,000,000 bodily injury and \$1,000,000 property damage. Policy shall be endorsed that the premium is to be paid by the named Supplier.
- E. **Employee Dishonesty Coverage:** Subject to Limits of Liability of \$100,000 Each Employee specifically extended to include losses sustained by The Board of Water and Sewer Commissioners of the City of Mobile and caused by the employees of the guard service.

**END OF INSURANCE**

**IFB 24-034 SECURITY GUARD SERVICE  
BID SHEET**

I, the undersigned, will provide Security Guard Services for the MAWSS Shelton Beach Road Facility at 1610 Shelton Beach Road Ext. Mobile, AL, Park forest Facility at 4725 Moffett Road Mobile, AL, and Fox Landing Boat Wash at 11900 Howell's Ferry Road Semmes, AL, beginning on January 1, 2025 for:

\$ \_\_\_\_\_ Per Hour including Weekends and Holidays

\$ \_\_\_\_\_ Total Annual Bid Amount for 15,480 hours in 2025

Company Name \_\_\_\_\_ Payment Terms \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Submitted By \_\_\_\_\_ Title \_\_\_\_\_

Please Print

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Please Print

The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the all of the terms and conditions of this agreement.

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

BIDDER acknowledges receipt of the following ADDENDA (if applicable):

\_\_\_\_\_



## IFB 24-034 Security Guard Service Purchasing Bid Checklist

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**Vendor must initial each section below indicating compliance with statement. Failure to complete this form and provide requested documentation could result in rejection of your company's bid.**

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- \_\_\_\_\_ 1. All licenses required per the bid specs and any other state and local licenses. Please include a copy of active license provided by the Alabama Security Regulations Board and any other business/security license required by federal or state law.
- \_\_\_\_\_ 2. Bid Bond or Cashier's Check included in bid package.
- \_\_\_\_\_ 3. Insurance Requirements met and copy provided.
- \_\_\_\_\_ 4. Mandatory Pre-Bid Meeting attended.
- \_\_\_\_\_ 5. Understand General Conditions, Specifications, Contract, and Standard Operating Procedures outlined in bid package.
- \_\_\_\_\_ 6. Agree to invoicing requirements outlined in bid package.

By signing below, bidder agrees they have read and understand the terms of this bid.

\_\_\_\_\_  
Business Name of Bidder

\_\_\_\_\_  
Signature of Bidder or Authorized Agent

\_\_\_\_\_  
Date