



MEXICAN AMERICAN OPPORTUNITY FOUNDATION

Request For Proposal (RFP) RFP 20-017 Unarmed Security Service

April 1, 2021

Mexican American Opportunity Foundation (hereinafter alternately "MAOF"), operated under a non-profit agency, is seeking Bids from highly qualified **Security Service company** with expertise in providing, Security services, through a competitive bid process. Pricing shall remain firm for the duration of the term.

This process requires Security companies to submit a proposal that includes a complete bid for the "Scope of Work" outlined below.

The CLOSING for **RFP 20-017** is **April 26th at 4pm** (PST). All correspondence or contact with MAOF regarding this request must be submitted via mail, walk in or courier. **No electronic emails accepted.**

To download the RFP, Proposers must go to the webpage: www.maof.org, under About section/Procurement to look for the RFP. Proposals delivered on the day of the deadline must be received at MAOF. Administrative Office located at 401 North Garfield Avenue, California 90640 by 4:00 p.m. Mailed proposals shall be sent to MAOF as directed below. Proposal should be clearly marked: **"RFP No. 20-017 Security Services"** on the outside of the envelope. Emailed proposals will not be accepted for consideration. Proposals received after due date will be rejected. The proposal offer acknowledges the right of MAOF to accept or reject any or all proposals and to waive any informality in any proposal received.

For mailing purposes, please address to:

**Mexican American Opportunity Foundation (MAOF)
Attn: Donovan Dueñas
401 N. Garfield Avenue
Montebello, CA 90640
T: 323-201-6000**

To request this RFP packet for this solicitation to be sent to you, please contact Procurement at Procurement@maof.org.

Respectfully,

MAOF
Procurement Department
Donovan Dueñas

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Introduction

The Mexican American Opportunity Foundation (MAOF) is a non-profit, community-based organization that was established in 1963 in order to serve disadvantaged individuals and families in the Los Angeles area. MAOF is the largest Latino-oriented, family services organization in the United States, and has achieved this status by providing high quality social services and programs to those communities where the need is the greatest.

Mission Statement: “The mission of the Mexican American Opportunity Foundation (MAOF) is to provide for the socio-economic betterment of the greater Latino community of California, while preserving the pride, values and heritage of the Mexican American culture. This is accomplished through programs in early childhood education and family services, job training, and senior lifestyle development throughout the multi-cultural communities served by MAOF.” MAOF is joined in this mission by government agencies, public and private foundations, and Corporate America.

Early Head Start & Head Start: The Early Head Start & Head Start Programs serve 0 to 5 year-old low income children and families. The children receive educational, social development, medical, dental, vision and hearing screenings as well as other evaluations and services pertinent to a healthy, well-rounded child. Through parent skill building and curriculum understanding workshops, parents are provided valuable information for their role as the primary caregivers and educators of their children. This service is provided in both English and Spanish.

1.0 OBJECTIVE

Proposer’s Minimum Requirements: Interested and qualified Proposers that can demonstrate their ability to successfully provide the required services outlined in Attachment A – Scope of Work, of this RFP are invited to submit a proposal, provided they meet the following requirements. **If these requirements are not met, the proposal may not receive further consideration, as determined in the sole discretion of MAOF.**

- a) The Proposer must have 5 years’ experience, within the last 10 years, and demonstrate a comprehensive understanding and practice of the needs of MAOF, or provide evidence of services equivalent or similar to the services identified in **EXHIBIT B - Statement of Work**, and indicate success rate of such services, with data that indicates the cost versus benefit of hiring this company.
- b) The Proposer must have a Designated Point of Contact assigned to the Contract, with prior experience working with a similar municipality.
- c) The Proposer must have an office located in a radius of 75 miles from the City, and the Designated Point of Contact must be available to meet on site for all meeting requests.
- d) The Proposer must have appropriate certificates/professional accreditations for the state of California to provide requested services, and provide a full spectrum of services offered by the proposer, as well as the organizational structure/chart, company history, company philosophy, overview of services, company strengths, major customers and services provided, in the services, as requested in **Statement of work**.

2.0 STATEMENT OF WORK

SEE EXHIBIT B:

3.0 PROPOSAL SUBMISSION

Award of the contract resulting from this RFP will be based upon the most responsive vendor whose offer will be the most advantageous to MAOF in terms of cost, functionality, and other factors as specified elsewhere in this RFP.

MAOF reserves the right to:

- a. Reject any or all offers and discontinue this RFP process without obligation or liability to any potential candidate, when it is in the Agency's best interest; and
- b. Accept other than the lowest priced offer.

The proposal shall:

- a. Include the completed Security service Bid Submittal Services per Rate Worksheet on Exhibit-A. Costs must be identified as per hourly rate. Contractor's rates shall remain firm and fixed for the term of the contract. The contract (hourly, daily, monthly, Unit Rate, etc.) amount may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the twelve (12) month period preceding the Contract anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed 3% percentage of the general rate granted to the contract.
- b. Provide at least three current client references for which you have performed similar work. References should include contact name, address and telephone number.
- c. Complete and return rate worksheet, EXHIBIT-A as Contractors proposed, along with other documentation and references.
- d. Four (4) sets of copies of proposals, including rate worksheet shall be submitted via **mail or courier marked: "RFP NO. 20-017, Unarmed Security Services" NO EMAIL SUBMISSIONS ACCEPTED.**

PLEASE DELIVER TO:

Mexican American Opportunity Foundation (MAOF)
Attn: Donovan Dueñas
401 N. Garfield Avenue
Montebello, CA 90640
T: 323-278-3600
Procurement@maof.org

DEADLINE FOR SUBMISSION: All proposals are due by 4PM on Monday, April 26, 2021. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be considered and evaluated.

4.0 CRIMINAL BACKGROUND CHECK

It is the responsibility of selected contractor to facilitate background checks on their hired employees.

MAOF may require guards to be assigned to Early Head Start, Head Start facilities. Contractor may be subject to submit employee clearance number before working in certain locations.

Qualified candidate will be required to submit the following documents prior to entering into an agreement with MAOF.

- W-9
- Professional Liability Insurance
- California Driver's License

The Security contractor must require their employees have a current guard card.

5.0 INVOICING/BILLING

Invoice of Security officers times and services will be given to *Procurement Department* Monthly. Payment for services rendered will be made 30 calendar days from date of submitting monthly accountability service summary and invoice to *Procurement Department*. Net 30

6.0 SCHEDULE OF EVENTS

Release of RFP April 1, 2021

Job walk April 15, 2021

Deadline for submission April 26, 2021

Selection of Service provider on or about May 10, 2021 (on MAOF website)

Contract Execution will be done by May 17, 2021

Contracts will be mailed to vendors on or about May 28, 2021

***Job Walk** will be hosted at headquarters located on 401 N Garfield Montebello, CA 90640 9am start time. Information regarding times to visit other facilities to be announced on initial job walk location.

7.0 INQUIRIES

Questions regarding this RFP are to be submitted to Procurement@maof.org with “RFP No. 20-017, Unarmed Security Services” in the subject line. Questions regarding this RFP will only be accepted by email.

8.0 TERMINATION

8.1 This contract may also be terminated by the MAOF in the event that the project is permanently abandoned, as determined in the sole discretion of the MAOF. The MAOF may terminate the contract in whole or in part whenever the MAOF determines, in its sole discretion that such termination is in the interests of the MAOF. Whenever the contract is terminated in accordance with this paragraph, the consultant(s) shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the MAOF at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the MAOF.

8.2 In addition, either party may terminate the contract in the event the other party breaches any of its duties and obligations under this contract and fails to cure such breach within thirty (30) days after receiving notice specifying the breach. The MAOF reserves the right to terminate without warning in the event of critical and/or material breach of contract.

9.0 HOLD-HARMLESS AND INDENTIFICATION

The successful Contractor shall be liable for any injury, damage or loss occasioned by negligence or omission of the successful Security company, its agents, or any other person the successful contractor has designated to visit MAOF property and shall indemnify and hold harmless the Board, its officers, employees, agents, volunteers from any liability arising in the performance of this contract. The Security company obligation under this section shall not extend to any.

10.0 CONFIDENTIALITY

4.1 Confidential Information. Under this Agreement, “Confidential Information” refers to any and all information of a Party (“Disclosing Party”) that has been disclosed to the other Party (“Receiving Party”), which is designated in writing as confidential, proprietary, or secret or under the context of its disclosure ought to reasonably be considered as confidential. Confidential Information includes, but is not limited to, all information concerning a Party’s existing business, business systems, business plans and information systems, trade secrets, prices, and pricing information.

4.2 Use of Confidential Information. Each Party will comply with all laws and regulations that apply to use, transmission, storage, disclosure, or destruction of Confidential Information. Both Parties agree to hold the other Party’s Confidential Information in strict confidence. Consultant agrees not to use Company’s Confidential Information in any way, except as expressly permitted by or required

to achieve the purposes of this Agreement, and Company agrees to use Consultant's Confidential Information solely for the purpose of performing the Services. Both Parties agree to use all reasonable efforts to protect unauthorized use or distribution of Confidential Information and the Receiving Party agrees to use at least the same degree of care to prevent disclosing to third parties the Confidential Information of the Disclosing Party as the Disclosing Party uses to protect its own Confidential Information. The Receiving Party further agrees not to disclose or permit any third party access to the Disclosing Party's Confidential Information, except such disclosure or access will be permitted in order to perform the Services provided under this Agreement. Each Party agrees to ensure that its employees, agents, representatives, and contractors are advised of the confidential nature of the Confidential Information and are precluded from taking any action prohibited under this Agreement.

11.0 SERVICE LOCATIONS

- 1. MAOF Headquarters
401 N Garfield Ave.
Montebello, CA 90640 (24 hour)**
- 2. ZOE Center
2650 Zoe Ave
Huntington Park CA, 90255**
- 3. Holmes Center
6110 Holmes Ave
Los Angeles CA, 90023 (Grave yard only)**
- 4. MAOF Commerce
5649 E Washington Blvd
Commerce CA, 90040**

EXHIBIT-A

RATE WORKSHEET

ALL LOCATIONS	Unarmed Guard	Supervisor
Regular rate per hour		
Overtime rate per hour		
Holiday pay rate		

NOTE: The contract (hourly, daily, monthly, Unit Rate, etc.) amount on 2nd & 3rd year may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the twelve (12) month period preceding the Contract anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed 3% percentage of the general rate granted to the contractor.

EXHIBIT-B

STATEMENT OF WORK

Contractor responsibility:

- Brief security staff on *MAOF* requirements.
- Contractor shall be required to provide relief for planned and unplanned absences of the Department's security staff.
- Replace/Relocate guards if requested by *MAOF PROCUREMENT DIVISION*.
- Submit invoice for payment.
- Provide security staff with applications and accessories to perform checkpoint scans.

Security Officer Job Duties:

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- Controls traffic by directing drivers.
- Completes reports by recording observations, information, occurrences, and surveillance activities.
- Escort clients from entrance to office also from office to exits.
- Maintain organization's stability and reputation by complying with legal requirements.
- Ensure equipment used to secure facilities is well maintained and free from damage that would inhibit proper usage.
- Maintain a clean and sanitary work place every shift.
- Assist in crowd control for events held at MAOF facilities or sites.
- Contribute to team effort by accomplishing related results as needed.
- Set and disarm alarms in facilities that require 24 hour service.
- Scan check point markers

Security Officer Skills and Qualifications:

Surveillance Skills, Deals with Uncertainty, Judgment, Objectivity, Dependability, Emotional Control, Integrity, Safety Management, Professionalism, Reporting Skills. Valid guard card and security training.

EXHIBIT-C
(PSA SAMPLE UPON AWARD)



PROFESSIONAL SERVICE AGREEMENT (PSA)
Unarmed Security Services
2021-2024

THE CONTRACT BETWEEN MEXICAN AMERICAN OPPORTUNITY FOUNDATION
AND NEW CONTRACTOR NAME FOR SECURITY SERVICES IN MAOF FACILITIES.

This Contract ("Contract") made and entered into this ____ day of _____, 20____
by and between the Mexican American Opportunity Foundation, hereinafter referred to as
MAOF and NEW CONTRACTOR NAME, hereinafter referred to as "Contractor", to provide
Unarmed Security Services to MAOF facilities.

1. **Term** Retainer shall be commencing from **June 1, 2021 to June 30, 2024**, not to exceed \$0.00, with an option to extend on a month-to-month basis when necessary at sole discretion of the MAOF.
2. **Security Service Contractor Payment and Invoicing Terms.** The Contractor shall be reimbursed at the rate of **\$0.00 per hour**, and shall be for actual hours of services rendered that have been reviewed by the MAOF.

The contract (hourly, daily, monthly, Unit Rate, etc.) amount may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the twelve (12) month period preceding the Contract anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed 3% percentage of the general rate granted.

Invoice of Security officer times and services will be given to the ***procurement division*** on the first of each month. Payment for services rendered will be made 30 calendar days from date of submitting monthly invoice. NET30

3. Termination of this agreement:

3.1 This contract may also be terminated by the MAOF in the event that the project is permanently abandoned, as determined in the sole discretion of the MAOF. The MAOF may terminate the contract in whole or in part whenever the MAOF determines, in its sole discretion that such termination is in the interests of the MAOF. Whenever the contract is terminated in accordance with this paragraph, the consultant(s) shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the MAOF at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the MAOF.

3.2 In addition, either party may terminate the contract in the event the other party breaches any of its duties and obligations under this contract and fails to cure such breach within thirty (30) days after receiving notice specifying the breach. The MAOF reserves the right to terminate without warning in the event of critical and/or material breach of contract.

5. Other contract Document(s): Request for Proposal, RFP No. 20-017, Unarmed Security Services

4. An independent contractor and is not an employee or agent of MAOF. Contractors shall not be entitled to any benefits or compensation from MAOF except as set forth in this Agreement, and shall in no event be entitled to any fringe benefits payable to employees of MAOF. Contractor will be responsible for taxes.

Liability Insurance will be provided by Contractor at the commencement date of the contract to the Procurement department. Each party shall hold each other harmless from any liability and or claims resulting from services provided by this contract.

In addition, contractor will be provided the following agreements in which the contractor is required to sign:

- a) Confidentiality Agreement
- b) Contractor Acknowledgement
- c) Standards of Conduct
- d) Certification regarding Debarment, Suspension and other Responsibility Matters.

APPENDIX – A

VENDOR IDENTIFICATION

RFP NO. 20-017, UNARMED SECURITY SERVICE

(Must be completed and returned to MAOF)

Company/Individual's Name:			
Doing Business As (DBA):			
Company Federal ID# or Social Security No.:			
Address:			
Remit To Address:			
Telephone:			
Fax:			
Email:			
Web address:			
Main Contact Person:			
Person responsible for response (if different):			
Print Name	Title	Authorized Signature	Date

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives, as of the Effective Date.

Martin Castro
President

Date

Vicky Santos
Vice President

Date

Orlando Sayson
Chief Financial Officer

Date