

CITY OF CLARKSDALE

Post Office Box 940
Clarksdale, MS 38614
662-621-8136

The City of Clarksdale is seeking proposals from a qualified security guard company to provide security guard services at the front door of City Hall, 121 Sunflower Avenue, Clarksdale, MS.

The fundamental reason is to provide security at a municipal building including observing the activities of persons entering and exiting the front door of City Hall. Work involves assessing problem situations and exercising tact and judgment in bringing about their resolution.

The service requires greeting the public, answering routine questions and directing individuals to appropriate areas.

The service prevents unauthorized access to certain offices.

The service will remain at a fixed point (front door of City Hall) to observe activities.

The service will require everyone from the public to sign in before entering and sign out when exiting the building.

Security Guard shall have knowledge of security techniques and practices associated with security issues.

Security Guards shall possess valid credential evidencing that they are employed by the Security Guard Company. These credentials must be in the possession of the guard at all times and must be presented at any time to any law enforcement officer or City representative.

Security Guards shall wear uniform as another form of evidence that they are employed by the Security Guard Company.

The City reserves the right, at its sole discretion, to refuse the services of any particular guard.

The Security Guard shall have comprehensive standards of appearance for maintaining both professional standards of conduct and neat personal appearance for its employees.

The service shall provide all labor, material, supplies and equipment and shall plan, schedule, train, coordinate and ensure the effective performance of all services.

The service shall provide regular hours of service: Monday through Friday 8:00 a.m. to 5:00 p.m., normal business days excluding holidays.

The Security Guard Company shall be fully responsible for the direct supervision of its employees but shall provide an overall Supervisor as a point of contact for the City.

The Security Guard Company is required to have a minimum of \$500,000 liability insurance and workers comp coverages for its employees.

City of Clarksdale

Proposals for Security Guard Services at City Hall (front door)

August 13, 2018

Sealed Proposals shall be submitted before 4:00 p.m., Friday, September 7, 2018.

Proposals shall be submitted to: City Clerk's Office, Post Office Box 940, 121 Sunflower Avenue, Clarksdale, MS 38614. Any questions may be directed to City Clerk, Cathy Clark at 662-621-8136 or Police Chief, Sandra Williams at 662-621-8151.

I understand the terms of this proposal and agree to enter into an agreement between the City and the Security Guard Service Company.

Signature

Name of Company

Printed Name

Address

Phone Number

Email

Amount of Proposal Monthly With Weapons

Amount of Proposal Monthly Without Weapons

Please include references. The City of Clarksdale reserves the right to refuse or accept any proposal.