**Attachment A**

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4. **Detailed Scope of Work**

It is the intent of Community Healthcore to contract through the competitive bid process a security firm to provide professional security services at CHC locations

1. **Specification/Requirements**
2. Contractor to provide uniform and badged officers for each location proposed.
3. Contractor to provide hourly rate for armed guard.
4. Hours of work will be normal business hours during regular work week. It will also include work outside of normal business hours mainly in the evenings but during the normal business week.
5. Contractor to provide details of engagement and list all terms and conditions of engagement.
6. Contractor will be required to be bonded and maintain insurance coverage including liability insurance.
7. Contractor will be responsible for all benefits of staff provided under the contract.
8. Contractor to submit to CHC qualifications of each candidate engaged for approval prior to arranging/ placing staff on duty.
9. Guards will be armed. The contractor is responsible to ensure all staff provided are appropriately trained, shooting qualification and licensed in the State of Texas.
10. Contractor in consultation with CHC staff will formulate Posting Orders and Daily Activities for guards constantly moving through the property assessing any possible threats.
11. Specifications offered in this bid package are intended to be descriptive as to professional standard required and type of work required.
12. Specify procedure to document and report incidents.
13. Daily logs are required and must be submitted with invoice.
14. A system must be provided through the service to be able to readily provide feedback and or complaints 24 hours a day 7 days a week.

**B. Locations open for Bid:**

|  |  |  |
| --- | --- | --- |
| **Longview, Texas** | **Frequency** | **Hourly Rate** |
|  |  |  |
| 950 N 4th Street | Approximately 75 hrs / wk |  |
| 1300 N 6th Street | For both properties | **$** |
|  |  |  |
| **Marshall, Texas** | **Frequency** | **Hourly Rate** |
|  |  |  |
| 1500 West Grand | 4 days week (9hrs daily + 1hr lunch) | **$** |
|  |  |  |
| **Atlanta, Texas** | **Frequency** | **Hourly Rate** |
| 307 N Louise St Suite G | 3 days (9hrs + 1hr lunch) |  |
|  |  |  |
| **Texarkana, Texas** | **Frequency** | **Hourly Rate** |
|  |  |  |
| 2435 College Dr. | Approximately 55 hrs / wk | **$** |
|  |  |  |
| **Board Meeting/Events** | **As requested** | **Hourly Rate** |
|  |  | **$** |

1. **Instructions for Response**
2. **Pricing** 
   1. **Contractor may bid on one property, multiple properties or all properties**.
   2. Hourly rate should be provided based on a 40 hour work week. Some locations may require more than 40 hours, but overtime rate should notbe figured into the base rate for bidding purposes.
3. **Staffing**
4. Specify how each site will be supervised.
5. Specify if employees work directly for your organization or if they are contracted.
6. Also specify how performance will be monitored and documented to meet requirements.
7. Employees must be in uniform and badged while on CHC property.
8. **References**
   1. Community Healthcore requests Responder to supply, with this RFP, a list of at least three (3) professional references where like services have been supplied by their firm. Include name of firm, address, telephone number and name of representative.
9. **Other**
10. Proposal should provide a technical response to specification in detailed scope of work

Affirm/demonstrate the Proposers to meet all of the Minimum Standards for all Prospective