

# Security Guard Services

Pre-Proposal Meeting

RFP #17-057P

October 10, 2017

9:00 a.m.

Pinellas Suncoast Transit Authority (PSTA)  
St. Petersburg, Florida



# Pre-Proposal Meeting

**Purpose:** To allow PSTA and potential suppliers to meet and discuss the requirements of this solicitation. In addition, it allows the suppliers to understand how to be successful with their submittal.

## Meeting Agenda

- Introductions of PSTA Staff
- Project Timeline
- Scope of Work
- Procurement Process
- Questions & Answers



# Introduction of PSTA Staff

- Eric Haubner, Purchasing Agent (Main point of Contact for the IFB)
- Mike Gloss, Superintendent of Safety
- Theo Bakomihalis, Safety and Training Supervisor
- Jeff Thompson, Director of Transportation
- Henry Lukasik, Director of Maintenance

## Cone of Silence

Point of Contact – PSTA’s Procurement Division Only – No Exceptions

- Eric Haubner, [EHaubner@PSTA.net](mailto:EHaubner@PSTA.net)



# Project Timeline

Planned Procurement Schedule:	
Issue Date:	September 29, 2017
Non-Mandatory Pre-Proposal Meeting:	October 10, 2017 9:00 a.m.
Deadline for Questions:	October 17, 2017 by 2:00 p.m. EST via email only
Response to Questions:	October 20, 2017 (Tentative)
Proposal Due Date:	October 30, 2017 by 2:00 p.m. EST
Final Evaluation Meeting:	November 7, 2017 (Tentative)
Board Approval:	December 6, 2017



# Scope of Work

## Project Objective

The intent of this Request for Proposal is to obtain proposals for the purpose of establishing a contract for stable, reliable unarmed security guard services, exclusively for the purpose of building and property security for the below locations.

### 3-YEAR BASE TERM

ITEM	LOCATION OF DUTY/SERVICES	(A) ESTIMATED WEEKLY HOURS	UNIT	(B) UNIT COST	(C) EXTENDED ANNUAL COSTS
1	Park Street Terminal	110.5	Hour		
2	Grand Central Station Terminal	109	Hour		
3	Shoppes at Park Place (Parkside Mall)	72	Hour		
4	Pinellas Suncoast Transit Authority	42.5	Hour		
<b>(D) TOTAL BASE TERM = (SUM EXTENDED ITEMS 1 THROUGH 4) * 3</b>					



# Proposal Evaluations

EVALUATION CRITERIA		MAXIMUM POINTS
A	Experience and Qualifications of the Proposer and Personnel	400
B	Approach and Methodology	250
C	Cost	350

## Experience and Qualifications of the Proposer and Personnel (100 points for each below bullet)

- The technical qualifications and work experience of key personnel assigned to work with PSTA staff
- This also includes the project team's past experience on similar projects
- Beyond product and service history, the structure of the corporation, availability of corporate support, and the financial viability of the firm will be considered
- Additionally, PSTA is seeking the ability of the Proposer to demonstrate a history of providing high quality customer service, as service quality is a vital review component



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## Approach and Methodology (250 Total Maximum Points)

- The evaluation will be based upon:
- How the firm will manage their responsibilities (**90** Total Maximum Points)
- How the firm will schedule the work to be performed (**80** Total Maximum Points)
- How the firm will work with PSTA personnel (**80** Total Maximum Points)

## Cost (350 Total Maximum Points )

- The proposal should state the total cost for the service. (**350** Total Maximum Points)



# Procurement Requirements

## Disadvantaged Business Enterprise (DBE)

- PSTA has not set a specific goal for this project. PSTA has an annual DBE goal of 9.78%.

## Forms – Complete all and return with Proposal

- Attachments 1-13 (pg. 32-47)
- Contract (pg. 48-61)





# General Proposal Information

- **General Format**
  - **Tab 1:** Table of Contents, Cover Letter, Background of Company, Forms/Attachments, References (4 required)
  - **Tab 2:** Approach to providing services
  - **Tab 3:** Cost Proposal
  - **Tab 4:** Additional Information
  
- **Sealed Proposals**
  - One (1) original and one (1) CD or USB Flash Drive



# Questions?

