



GOVERNMENT OF PUERTO RICO
Ports Authority

REQUEST FOR PROPOSALS
FOR
SECURITY GUARD SERVICES

Table of Contents

A. Scope of Work.....	4
B. Instructions.....	5
C. Proposal Content.....	6
D. Evaluation Criteria and Selection Process.....	8
E. Disqualification and/or Rejection of Proposal.....	10
F. Protest Procedure.....	12
G. General Conditions.....	13
H. Forms Provided, as Appendixes.....	15
I. Cost Schedule Provided, as Appendixes.....	16

REQUEST FOR PROPOSALS FOR SECURITY GUARD SERVICES

The Puerto Rico Ports Authority (PRPA) is seeking Proposals from qualified and experienced security companies to provide guard services at: Main Administrative Offices, San Juan, Arecibo and Guanica Ports, and the nine (9) regional Airports.

The complete RFP documents can be obtained at Puerto Rico Ports Authority Security Office located at #64 Lindbergh St., Isla Grande, (Antigua Base de Miramar), San Juan, or downloaded at <http://www.prpa.pr.gov/oportunidadesdenegocio>.

Proponents interested in providing the requested services shall submit one CD or DVD with an electronic PDF file and one (1) hard copy of their Proposal in accordance with the Instructions included on this Request for Proposals (RFP), no later than, Thursday May 4, 2018, 3:00PM.

A pre-proposal meeting and site visit will be held on April 17, 2018 at 10:00AM at the Purchasing Office conference room in 2nd floor of PRPA Main Building. Additional questions regarding this RFP shall be addressed to lmorales@prpa.pr.gov.

Cordially,




Anthony O. Maceira-Zayas, Esq.
Executive Director

March 29, 2018
San Juan, Puerto Rico

A. Scope of Work

The objective of these services will be to safeguard the life and property, employees, passengers, and operations at PRPA airport and maritime facilities in compliance with applicable regulations. The Selected Proponent shall provide appropriately equipped and trained personnel, with background on inspections according to the PRPA's specifications and federal regulations. A staff schedule requirement is provided in Appendix I.

Guards' responsibilities include but are not limited to:

- 
- Checking ID's and clearing individuals prior to allowing access to secured areas.
 - Responding immediately to emergency calls.
 - Preventing unauthorized access to restricted areas
 - Serving in a professional manner with customer service attributes

Guards' requirements:

- Each security guard location must have a radio and repeater antenna where needed
- Must have at minimum a high school diploma
- Must have a minimum of three (3) years of experience
- Must be physically fit
- Must be fluent in English and be able to communicate effectively verbally
- Must be on time, properly attired.
- Must pass security background check
- Must have the following training: identification of false documents, arms and explosives, suspicious conduct and basic radio communication
- Must behave in a professional and respectful manner at all times

B. Instructions

Companies interested in providing the requested services shall submit one CD or DVD with an electronic PDF file and one (1) hard copy of their Proposal, no later than, May 4, 2018 3:00PM.

Cover letter shall be addressed to:

Anthony O. Maceira Zayas, Esq.
Executive Director
Puerto Rico Ports Authority

To the attention of:

Luis Morales Morales
Security Director

If delivered by mail, Proposals must be addressed to:

Puerto Rico Ports Authority
Sección de Archivo y Correo Office
PO Box 362829
San Juan, P.R. 00936-2829

Submittals shall be enclosed in a sealed manila envelope properly addressed and marked: "Request for Proposals for Security Services", Proponent's name and mail address.

When sent by mail, each manila envelope containing documents shall be properly wrapped or enclosed within an outer envelope properly addressed and also marked as above indicated, to prevent premature opening. The mail services stamped date will be considered as the delivery date.

If delivered by hand, Proposals must be delivered and stamped by the "Sección de Archivo Central y Correo" Office located at the Puerto Rico Ports Authority Main Building, #64 Lindbergh St., Isla Grande, (Antigua Base Naval de Miramar), San Juan on or before the date and time above indicated.

A pre-proposal meeting and site visit will be held on April 17, 2018 at 10:00AM at the Purchasing Office conference room in the 2nd floor of PRPA Main Building. Additional questions regarding this RFP shall be addressed to lmorales@prpa.pr.gov.

C. Proposal Content.

The following information shall be included in the envelope to be submitted by the Proponents:

1. **Introductory Letter** - Introductory Letter, signed in ink by an authorized representative, of no more than two (2) pages, containing the following office information:
 - a. Title: Proposal for Security Guard Services
 - b. Proponent's company name
 - c. Mailing and physical address
 - d. Contact person
 - e. Phone numbers
 - f. Brief project approach and executive presentation.
2. **Managerial Capabilities** - Provide a brief description of the Proponent's organizational chart, during the contract period needed. Explain the current workload, contracts on hand or new hires. Indicate the firm office address and the number of personnel. Indicate how the firm management will undertake the new contract administrative support: billing, and payroll. Explain any technology resources available at the main office. Limit responses to a maximum of three (3) pages.
3. **Experience and Reference** - Provide a list of at least ten (10) security contracts performed within the last five (5) years and mayor customers services provided. Include: customer name, a brief description, and a reference's contact person with email address or phone number. Explain any experience working on federal regulated facilities under CFR 49 Section 1540 and 1542 and CFR 33 part 105. Limit responses to a maximum of three (3) pages.
4. **Financial Capacity** - Provide financial documentation such as: liquid assets, cash on hand, unencumbered real assets, lines of credit, and other financial means to demonstrate capability of undertaking the proposed services.
5. **Management Qualifications** - Provide qualification of personnel who will serve directly in key positions for the contract administration and supervision, including licenses, certifications, training, resumes and professional associations. Limit responses to a maximum of five (5) pages.
6. **Cost Proposal** - Include both: cost summary as shown below, and the cost schedule table provided as Appendix I:

OPERATIONAL AREA	COST
Administrative Offices (SUBTOTAL A)	\$
Maritime (SUBTOTAL B)	\$
Airport (SUBTOTAL C)	\$
Allowance (SUBTOTAL D)	\$
Total (GRANDTOTAL A+B+C+D)	\$

7. **Puerto Rico Government Documentation:**

- Copy of Certificate of Authorization to Do Business in Puerto Rico, from the Puerto Rico Department of State, in case of Foreign Corporations.
- Copy of Certificate of Registration and Good Standing, from the Puerto Rico State Department, in case of Corporations.
- Copy of Form SC2918 from the Puerto Rico Treasury Department, in case of Partnership and Individuals.
- Copy of Department of Labor Security Services License

Failure to comply with any of the requirements herein contained may result in the disqualification of the Firm and/or rejection of the Proposal.

D. Evaluation Criteria and Selection Process

PRPA will examine all Proposals in a proper and timely manner to determine if they meet the proposal submission requirements. Proposals that are materially deficient in meeting the submission requirements or have omitted material documents, in the sole discretion of the PRPA, may be rejected.

Each Proposal meeting the proposal submission requirements will be evaluated by a Selection Committee for compliance with the requirements stated in Section C. PRPA may request additional information from Proponents to assist the Selection Committee in evaluating the Proposals.

From the data obtained in Section C, the Selection Committee will rate the Proposals utilizing the Evaluation Sheet included.

For the purpose of development of their Proposals, Proponents may not enter into any efforts to obtain internal information, or contact any other PRPA employee other than the contact person.



EVALUATION SHEET		
Rating Criteria	Possible Score	Result
Cost	1 - 40	
Managerial Capabilities	1 - 20	
Experience and Reference	1 - 15	
Management Qualifications	1 - 15	
Financial Capacity	1 - 10	
Total Result	-	

PRPA may, at its sole discretion, request any Proponent to provide an oral presentation of its Proposal. PRPA will contact the Proponent(s) to schedule a date, time and location. The purpose of such meetings will be to clarify any doubts as to the requirements of the RFP and confirm that the terms of the contract are understood by the Proponent so as to ensure compliance with the specifications. No statement made or action taken by PRPA during these discussions shall bind PRPA in any manner. After each interview or meeting with any Proponent, the Selection Committee may require the Proponent to submit a written confirmation of any clarification of the



Proposal discussed at the meeting. PRPA will keep confidential all such discussions and negotiations. Prior to the Award of the RFP, information related to a Proposal or its evaluation will not be discussed with anyone other than the Proponent who submitted it and the personnel involved in the evaluation and selection process.



The Successful Proponent as well as Proponents whose Proposals have not been selected will be notified via certified mail.

The execution of the contract that emerges from negotiations with the Selected Proponent will be subject to final approval by the PRPA's Board of Directors.

E. Disqualification and/or Rejection of Proposal

A Proponent may be disqualified and/or a Proposal may be rejected by PRPA for any of the following reasons, which are non-inclusive:

1. Late Proposals, submitted after the deadline (3:00p.m. Thursday, May 4, 2018). Late Proposals will be returned to the submitting Firm unopened with the notation.
2. Proposals sent by fax, email or other electronic means will not be accepted; these will be automatically rejected / disqualified, regardless of the circumstances.
3. Submission of more than one (1) Proposal by an individual, firm, or corporation under the same or different names.
4. Evidence of collusion among Proponents.
5. The Proponent has intentionally or unintentionally provided inaccurate or false Information, data, documentation, or material or misrepresented or failed to disclose (omitted) any material fact in the Proposal and/or in supporting information, data, documentation, or material.
6. The Proponent has failed to make full disclosure in the Proposal and/or in supporting information, data, documentation, or material.
7. The Proponent (or an officer, director, agent, representative, shareholder, or employee of the Proponent) has a record of materially violating federal, state, or local regulatory measures.
8. The Proponent (or an officer, director, agent, representative, shareholder, or employee of the Proponent) has defaulted in the performance of any agreement or contract with the Government of Puerto Rico.
9. The Proponent has not demonstrated that it possesses adequate financial responsibility or that it is reasonably capable of undertaking the proposed services. The contract cash flow requires a minimal amount of \$1,250,000 / monthly. Proponents shall demonstrate access to: liquid assets, cash on hand, unencumbered real assets, lines of credit, and other financial means sufficient to meet this amount.
10. The Proponent cannot demonstrate its ability to obtain insurance (in the type and amounts) required by PRPA for the proposed services.
11. The Proponent (or an officer or director of the Proponent) has been convicted of a felony or a crime involving moral turpitude.
12. The Proponent has lobbied, either on an individual or collective basis, PRPA or any federal, state, or local elected or public official or staff (support) personnel regarding this RFP or its Proposal.
13. The Proposal is not in the best interests of the Government of Puerto Rico.




14. The Proponent or Proposal presents a conflict of interest, or the appearance of a conflict of interest.

15. The Proponent is non-responsive, fails to meet mandatory scope of work requirement.

F. Protest Procedure

A protest must be submitted by an interested party no later than 10 business days after the allegedly aggrieved person or party is notified of contract award. All protests must be in writing, shall be submitted with 3 copies, and contain the following:

1. The procurement title and/or number under which the protest is made.
2. Name and address of the allegedly aggrieved party.
3. A detailed description of the specific grounds for the protest and all supporting documentation.
4. The specific ruling or relief requested.
5. The written protest shall be addressed to:



Mr. Nelson J. Perez Melendez, Esq.
Deputy Executive Director
PO Box 362829
San Juan, P.R. 00936-2829


Judicial review of the determinations made by PRPA will be governed by the *Uniform Administrative Procedure Act*, Law No. 38 of June 30, 2017, as amended.

G. General Conditions:

1. The PRPA reserves the right to initiate additional procurement actions for any of the services described in this RFP.
2. Proponents understand that issuance of this RFP does not constitute a commitment by PRPA to award a contract. PRPA reserves the right to accept or reject, in whole or part, and without further explanation, any or all Proposals submitted and/or cancel this solicitation and reissue this RFP or another version of it, including, but not limited to, if it deems that doing so is in the best interests of the Government of Puerto Rico.
3. PRPA reserves the right to waive any informality in the RFP process. A Company responding to this RFP understands and agrees that in the event that it is selected it must comply with Drug Free workplace program.
4. A Company responding to this RFP understands and agrees that in the event that it is selected it must comply with all applicable Puerto Rico license requirements.
5. A Company responding to this RFP understands and agrees that in the event that it is selected, it must comply with all Federal and State regulations, including those of the Transportation Security Administration (TSA) and the US Coast Guard (USCG), applicable to the regulated facilities wherein services are to be rendered pursuant to this RFP. Accordingly, a Company responding to this RFP understands and agrees that it is responsible to pay and/or reimburse PRPA any fines imposed by a regulatory agency, as result of its failure or the failure of its guards to properly comply with such regulations.
6. A Company responding to this RFP understands and agrees that in the event that a Firm is selected the Firm must maintain the following insurance coverage policies.
 - Workmen's compensation insurance required for this type of work, covering the period of time of the construction ("Fondo del Seguro del Estado")
 - Public Liability Insurance (\$2,000,000) and a hold harmless agreement in favor of the PRPA
 - General Liability
 - Automobile Liability
7. A Company responding to this RFP understands and agrees that in the event that it is selected for the contract, the Selected Proponent must submit in within ten (10) days of such notification the following legal contract documents. Notwithstanding, additional documents may be required.
 - Corporate Resolution Authorizing the Person who will sign the contract.
 - Negative Child Support No Debt Certification (ASUME) from Proponents and Proponents partners individual.
 - Negative Property Tax Debt Certification (CRIM)
 - Treasury Department Forms: SC 6088, SC 2942, SC 6096, SC 2918 and SC 2927.
 - Negative No Debt Certification from: "Fondo del Seguro del Estado"
 - Or Certificate of Puerto Rico General Services Administration (ASG)

8. Proponents responding to this RFP understand and agree that in the event that their Firm is selected, it is subject to Law No. 2 of 4 January, 2018. It establishes a code of conduct that regulates the ethics conduct of the contractors and suppliers of goods or services with the Executive of the Government of Puerto Rico and applicant economic incentive agencies.
9. The PRPA is not responsible for any costs, or expenses incurred in the preparation of Proposals.
10. The PRPA reserves the right to make investigations when perceived any conflicts of interest of any Proponents. The mere appearance of a conflict of interest shall constitute sufficient cause for the outright rejection of a Proposal.
11. Responses to this RFP are public records available for inspection by the public upon issuance of PRPA's Notice of Intended Selection.
12. Any interpretation or correction will be issued as an Addendum by the PRPA. Only a written interpretation or correction by Addendum shall be binding. Proponents shall not rely upon any verbal interpretation or correction given by any other method.

H. Forms Provided, as Appendixes:

- 
1. Certification Regarding Debarment, Suspension and Other Responsibility Matters – Primary Covered Transactions
 2. Certification for No Conflict of Interest



GOVERNMENT OF PUERTO RICO
Ports Authority

CERTIFICATION FOR NO CONFLICT OF INTEREST

Under penalty of absolute nullity, I certify that no public servant of the Puerto Rico Ports Authority (PRPA) is part or has any interest in the profits or benefits produced under any contracts object of this RFQ and that if it is part or has any interests in the profits or benefits produced under contracts, a previous exemption was obtained. The only consideration to provide goods or services to the PRPA under any contract object of this RFQ will be the payment to be agreed with the authorized representative of the agency.

Sign: _____

Date: _____



GOVERNMENT OF PUERTO RICO

Ports Authority

CERTIFICATION BY CONTRACTOR

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSABILITY MATTERS - PRIMARY COVERED TRANSACTIONS

The Contractor _____, certifies to the best of it knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three year period preceding this proposal been convicted of or has a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charge by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three year period preceding this application/proposal had one or more public transactions (Federal, State or Local) terminated for cause or default.

Executed this _____ day of _____, 20____

By:

(Signature of Authorized Official)

(Title of Authorized Official)



APPENDIX I - COST SHEDULE

ITEM No.	SECURITY LOCATIONS	REQUIRED SHIFT	TOTAL SHIFTS HOUR	HOULY RATE	TOTAL ITEM COST
ADMINISTRATIVE OFFICE					
1	PRPA MAIN OFFICE ENTRANCE	16 Hrs L-V	4,160	\$	\$
2	CONTROL ROOM	24 Hrs L-D	8,760	\$	\$
3	MAIN PARKING	24 Hrs L-D	8,760	\$	\$
4	MAINTAINANCE SHOPS (SIAMME)	16 Hrs L-V	4,160	\$	\$
5	MAINTAINANCE SHOPS (SIAMME)	24 Hrs S-D	2,520	\$	\$
6	GOLF CAR VEHICLE	24 Hrs L-D	8759	\$	\$
7	REPETER ANTHENA	24 Hrs S-D	8759	\$	\$
SUB TOTAL A					\$
AIRPORTS					
FERNANDO L. RIVAS DOMINICCI DE ISLA GRANDE:					
8	TERMINAL (WEEK DAYS)	16 Hrs L-V	4,160	\$	\$
9	TERMINAL (WEEKENDS AND HOLIDAYS)	24 Hrs S-D	2,520	\$	\$
ANTONIO (NERY) JUARBE DE ARECIBO:					
10	TERMINAL (WEEK DAYS)	16 Hrs L-V	4,160	\$	\$
11	TERMINAL (WEEKENDS AND HOLIDAYS)	24 Hrs S-D	2,520	\$	\$
RAFAEL HERNANDEZ DE AGUADILLA:					
12	CONTROL ROOM	24 Hrs L-D	8,760	\$	\$
13	PUESTO I	24 Hrs L-D	8,760	\$	\$
14	PUESTO 2	24 Hrs L-D	8,760	\$	\$
15	ZONA I TERMINAL	16 Hrs L-D	5,840	\$	\$
16	ZONA III RAMP	24 Hrs L-D	8,760	\$	\$
17	WASCO-JET CENTER (HANGAR 448)	24 Hrs L-D	8,760	\$	\$
18	COPECA GATE	24 Hrs L-D	8,760	\$	\$
19	MAINE DIURNO	8 Hrs L-D	2,920	\$	\$
20	TERMINAL BUILDING (CORRIDOR)	16 Hrs L-D	5,840	\$	\$
21	AGUADILLA ESPECIAL I	16 Hrs L-D	5,840	\$	\$
22	AGUADILLA ESPECIAL II	16 Hrs L-D	5,840	\$	\$
23	PATROL ROUND	24 Hrs L-D	8,760	\$	\$
24	FEDEX GATE	24 Hrs L-D	8,760	\$	\$
25	WASCO HANGAR 571	24Hrs L-D	8,760	\$	\$
26	PATROL VEHICLE	24 Hrs L-D	8760		
EUGENIO MARIA DE HOSTOS, MAYAGUEZ					
27	TERMINAL	24 Hrs L-D	8,760	\$	\$
MERCEDITA, PONCE:					
28	CONTROL ROOM	24 Hrs L-D	8,760	\$	\$
29	PUERTA 1056 Y TERMINAL	24 Hrs L-D	8,760	\$	\$
30	CHECK POINT 2 / PUESTO 1	24 Hrs L-D	8,760	\$	\$
31	ZONA II	16 Hrs L-D	5,840	\$	\$
32	PATRULLERO	24 Hrs L-D	8760	\$	\$
33	BAGGAIGE CLAIM / ZONA I	8 Hrs L-D	2920	\$	\$
34	PATROL VEHICLE	24 Hrs L-D	8760	\$	\$
DR. HERMENEGILDO ORTIZ, HUMACAO:					
35	AEROPUERTO HUMACAO TERMINAL	16 Hrs L-V	4,160	\$	\$
36	AEROPUERTO HUMACAO TERMINAL	24 Hrs-S-D	2,520	\$	\$
JOSE APONTE DE LA TORRE, CEIBA					
37	AEROPUERTO RR PORTON 4	14 Hrs L-D	5,110	\$	\$
38	AEROPUERTO RR TERMINAL	12 Hrs L-D	4,380	\$	\$
39	PATRULLA PERIMETROJAT - CEIBA-ARMADO	24 Hrs L-D	8,760	\$	\$
40	PATROL VEHICLE	24 Hrs L-D	8,760	\$	\$

APPENDIX I - COST SHEDULE

ITEM No.	SECURITY LOCATIONS	REQUIRED SHIFT	TOTAL SHIFTS HOUR	HOULY RATE	TOTAL ITEM COST
ANTONIO RIVERA RODRIGUEZ, VIEQUES:					
41	VIEQUES	24 Hrs L-D	8,760	\$	\$
42	ESPECIAL NUM. 3	12 Hrs J-D	2,508	\$	\$
BENJAMIN RIVERA NORIEGA. CULEBRA:					
43	AEROPUERTO CUEBRA TERMINAL	16 Hrs L-V	4,160	\$	\$
44	AEROPUERTO CULEBRA TERMINAL	24 Hrs S-D	2,520	\$	\$
SUB TOTAL B					
MARITIME FACILITIES					
45	ARECIBO PIER	24 Hrs L-D	8,760	\$	\$
46	GUANICA PIER	16 Hrs L-V	4,160	\$	\$
47	GUANICA PIER	24 Hrs S-D	2,520	\$	\$
48	PIER 1 (TURISMO)	20 Hrs L-D	7,300	\$	\$
49	PIER 4 (TURISMO)	20 Hrs L-D	7,300	\$	\$
50	PIER 10 GATE 1	24 Hrs L-D	8,760	\$	\$
51	PIER 10 GATE 2	8 Hrs M-J	1,312	\$	\$
52	NAVY FRONTIER PIER	24 Hrs L-D	8,760	\$	\$
53	ISLA GRANDE WEST	24 Hrs L-D	8,760	\$	\$
54	PIER ABC (CARGA), PUERTO NUEVO	9 Hrs L-V	2,340	\$	\$
55	PIER15 GATE	24 Hrs L-D	8,760	\$	\$
56	PANAMERICANO EAST (PREVENTIVA)	16 Hrs L-D	5,840	\$	\$
57	EDIF. UNILEVER	8 Hrs L-D	2,920	\$	\$
58	PANAMERICAN PIER GATE AT ENTRANCE ROAD	12 Hrs- L-D	4,380	\$	\$
59	CONTAINER INSPECTION PORTAL - CROWLEY	10 Hrs L-V	2,600	\$	\$
60	CONTAINER INSPECTION PORTAL - LUIS AYALA	8 Hrs L-V	2,080	\$	\$
61	CONTAINER INSPECTION PORTAL -TOTE	10 Hrs L-V	2,600	\$	\$
SUPPORT DURING CRUISE SHIP OPERATIONS					
60	MUELLE 1 (TURISMO) SUPLENTES		7,500	\$	\$
63	MUELLE 3 (TURISMO) SUPLENTES		10,000	\$	\$
64	MUELLE 4 (TURISMO) SUPLENTES		14,500	\$	\$
65	MUELLE NAVY FRONTIER SUPLENTES		504	\$	\$
66	PANAMERICANO ESTE SUPLENTES		1,752	\$	\$
67	PANAMERICANO OESTE SUPLENTES		8,604	\$	\$
SUB TOTAL C					
SUB TOTAL D ALLOWANCE FOR EMERGENCIES			34,000	\$	\$
GRAND TOTAL A + B + C + D					

NOTES:

- 1 .It is understood that the above total price is for the entire work as required by the scope of work and the hourly rate include main office overhead and supervision.
- 2 .This Form shall not be modified or altered, any change may result in Proposer disqualification.