

**BID REQUISITION**

**ALABAMA STATE PORT AUTHORITY**

**DATE:** \_\_\_\_\_

**PORT POLICE DEPARTMENT**      **DEPT. NO. - 205**



**TO Purchasing Agent:**

**Please procure the following and DELIVER TO**

<b>PURCHASING</b> <b>DEPT.NO.</b> _____ <b>ORDER</b> _____ <b>NUMBER</b> _____  <b>DATE OF PURCHASE ORDER</b> _____ <p align="center"><b>Please Do Not Write in This Space</b></p>
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Item	Quantity	Unit	NAMES OF ARTICLES, SPECIFICATIONS AND PURPOSE	Unit Price	Extension
			<p align="center"><b>ALABAMA STATE PORT AUTHORITY</b>  <b>POLICE DEPARTMENT</b>  <b>900 ALABAMA STATE DOCKS BLVD.</b>  <b>MOBILE, AL 36602</b>  <b>PROPOSAL FOR SUPPLIES OR SERVICE</b></p> <p><b>A BID OR QUOTATION OVER \$15,000.00</b>  <b>SHALL BE NOTARIZED. NOT REQUIRED</b>  <b>ON <u>FOR SALE BIDS</u></b></p> <p>Please return one copy of this proposal, duly signed, by May 26, 2022 at 10 o'clock am., when all bids are publicly opened. <b>UNIT PRICES AND EXTENSIONS</b> shall be entered opposite each item below on which you are prepared to bid for delivery <b>TO: ASPA POLICE DEPARTMENT (FOB) ALABAMA STATE PORT AUTHORITY, 900 ASD BLVD, MOBILE, ALABAMA 36602</b></p> <p>No consideration will be given bids unless on this form.</p> <p>If not prepared to submit a bid, please state over the firm signature and return so that it may be known it was brought to your attention; otherwise your name may be dropped from the list of prospective bidders.</p> <p>The right Is reserved to reject any and all bids deemed for the Interest of the Alabama State Port Authority to strike out any item or items in the proposals, and to waive any defect or irregularity not a violation of law or to make any modification in the several conditions herein stipulated that are deemed to be in the best</p>		

interest of the Alabama State Port Authority, including the separation of items of a class in making awards. In general, awards will be made to the lowest satisfactory bidder.

No allowance will be made for errors, either of omission or commission, on the part of the bidders. It must be assumed that bidders have fully informed themselves as to all conditions, requirements, and specifications before submitting proposals and they can not expect to be excused or relieved from the responsibility assumed by their proposals on the plea of error. In case of error in extension of prices the unit price will govern.

1. The Alabama State Port Authority will accept Sealed bids on or before June 07, 2022 at 10:00 a.m., in the Police Building, 900 ASD Blvd, Mobile, AL 36602 for Security Guard Service at the Alabama State Port Authority. Bids will be publicly opened at this time. No faxes or emails will be accepted.

The contract needed at this time shall be for unarmed security personnel to work the following positions. All or some of the positions may be filled during the term of this contract. However, the hourly rate for each position indicated must be provided during the initial bidding process.

The Bidding Companies shall meet the following minimum qualifications:

1. The company must provide references of their Port Security experiences. It is mandatory that the company have prior Port Security or maritime experience.
2. Must provide proof that someone in the company has completed a (F.S.O.) Facility Security Officers course or Maritime Security Officers course (M.S.O). This to insure their ability to conduct the training classes.
3. Must provide Continuing Education Training for all security personnel and provide proof there of.
4. The company must conduct a National Criminal Background, Drivers License check and Drug Screen on each employee.
5. The company must provide a roving supervisor for occasional checks on each post. The supervisor must be trained at each post in order to serve as a replacement in an emergency. Supervisor must be able to respond to site within one (1) hour.
6. Each security officer must meet Port Authority's Credentialing Qualifications; including possessing a TWIC Card.
7. Each Bidding Company must have an established office in Mobile County or Baldwin County at time of Bid.

- A. MAIN ENTRANCE GATE / ALABAMA STATE PORT AUTHORITY: Security officers to work one (1) Inbound Gate Twenty-four (24) hours per day seven (7) days per week. Security officers to work one (1) Inbound Gate 6:30 am to 4:30 pm, Monday to Friday. Security officers to work one (1) Outbound Gate 7:30 am to 5:30 pm, Monday to Friday. Total of 268 hours.
- B. MIDDLE BAY PORT: Security officers to work the Mobile Middle Bay Port main entrance and Back Gate Restricted Gate entrance. Both gates twenty-four (24) hours per day seven (7) days per week. This entails three (3) eight hour shifts 0600-1400 hours, 1400-2200 hours and 2200-0600 hours.
- C. MOBILE LIQUID BULK: Security officers to work twenty-four (24) hours per day seven (7) days per week. This entails three (3) eight hours shifts.
- D. MAIN ENTRANCE GATE / MCDUFFIE COAL TERMINAL: Security officers to work the main gate twenty-four (24) hours per day seven (7) days per week. This entails three (3) eight hour shifts.
- E. MCDUFFIE EZRA TRICE GATE: Security officers to work the Ezra Trice gate twenty-four (24) hours per day seven (7) days per week. This entails three (3) eight hour shifts.
- F. BLAKELEY ISLAND GATE: Security officer to work twenty-four (24) hours per day seven (7) days per week. This entails three (3) eight hour shifts.
- G. PINTO ISLAND: Security officers to work main entrance gate Twenty-four (24) hours per day seven (7) days per week. This entails Three (3) eight hours shifts.
- H. INTERNATIONAL TRADE CENTER: Security officer to work Monday to Friday from 7:30 am to 5:30 pm for a total of 50 hours.

SPECIAL QUALIFICATIONS: In addition to general specifications in this contract, officers who work this position must display a positive attitude toward the workplace, a spirit of team effort and cooperation, and have the diplomatic skills to deal with docks officials, docks clientele, foreign dignitaries, governor's staff and the general public.

1. Port Police Management may request additional security guards as needed during an emergency situation and /or an increased security posture.
2. Port Police Management reserves the right to relieve any contract security officer from duty at this job site for failure to perform their duty according to the terms of this contract.
3. Security officers who have a light duty certification from a physician will not be allowed to perform duty at these sites.
4. Port Police Management shall be informed of situations where a security officer is required to work in excess of twelve hours on post during a routine workday.
5. The security company shall coordinate all training with Port Police Management prior to sending a security officer to this work site. All Training of Security Guards will be a Company Expense.
6. The contract shall be for one year with the option to extend up to five (5) years. The Alabama State Port Authority may also cancel the contract at its sole discretion for any reason, including but not limited to non-performance of service, by providing a 30 day written notice of Termination to Contractor. ASPA reserves the right to Amend this Contract at any time without Penalty.

ASPA reserves the right to reject any and all bids deemed for the interest of the Alabama State Port Authority and to strike out any item or items in the proposal, and to waive any defect or irregularity not a violation of law or to make any modification in the several

conditions herein stipulated that are deemed to be in the best interest of the Alabama State Port Authority, including the separation of items of a class in making awards. In general, Awards will be made to the lowest satisfactory bidder.

No Allowance will be made for errors; either of omission or commission, on the part of the bidders. It must be assumed that bidders have fully informed themselves as to all conditions, requirements, and specifications before submitting

proposals and they cannot expect to be excused or relieved from the responsibility assumed by their proposals on the plea of error. In case of error in extension of prices, the unit price will govern.

The ASPA reserves the right to reject at will any employees of the contractor to perform work on ASPA property.

Contract shall be paid at a single hourly for regular working hours including weekends. No over-time pay will be allowed. The rate of pay for the first year of the contract will be up to the Security Guard Company. The rate of pay for the Security Guards will be included in the Bid package.

The only paid holidays are:

- 1) New Years
- 2) National Memorial Day
- 3) Independence Day
- 4) Labor Day
- 5) Thanksgiving Day
- 6) Christmas Day

A Pre-Bid meeting was held on May 12, 2022. This meeting was mandatory for submitting a bid package.

7. The Security Officer may be required to perform administrative and / or miscellaneous tasks relating to security and law enforcement work at the discretion of Port Police Management.
8. A company representative must be available to Port Police Management twenty-four (24) hours a day, in case of emergency involving the contract security personnel.
9. The security guard company shall be responsible for a replacement if the assigned security guard fails to report for duty. It will be the security guard's responsibility to notify the security guard company when he/she is not coming to work as scheduled. There will be a penalty charge of \$30.00 per hour if the Guard Company fails to provide a guard during their schedule work hours.
10. The security guard company MUST provide Port Police Management with written procedures to be implemented should a contract security guard be injured on duty at this work site. The procedures MUST include, but not limited to: A. What hospital to utilize; B What doctor is notified; C. What type of transportation to use.

11. Security Officers who have a respiratory condition or other infirmities, which may be aggravated by dust, noise, or petroleum fumes should not be assigned to this work site.
12. The ASPA reserves the right to reject any contract security guard who fails to meet acceptable standards.
13. Security Guards who have displayed a lackadaisical and / or arrogant attitude with clients shall not be accepted at this job site.
14. The security guard must comply with the uniform standards and code of conduct procedures while on duty at the Alabama State Port Authority.
15. Security Guards who repeatedly violate work rules shall be terminated from this work site.
16. Contract security guards working at this job site **MUST** be dressed in a security company uniform that is designed with the following characteristics:
  - A. Trousers - straight leg style.
  - B. Shirt - regular long or short sleeve.
  - C. Cap - baseball type or regular police type.
  - D. Badge - security type.
  - E. Jacket - regular security or police type.
  - F. Tie - regular company tie.
  - G. Dickey or turtleneck - this item will be utilized as an outer garment.
  - H. Shoes - footwear must be black in color and of good taste and in good state of repair.
  - I. Socks - navy blue, black or company color.
  - J. All uniform items must of a security company color or as indicated in this contract.
  - K. **NO COMBAT TYPE UNIFORM DRESS IS ALLOWED AT THIS WORK SITE.**
  - L. Reflective Safety Vest.
  - M. Rain Gear.
17. All potential guards will be interviewed by the Chief of Police prior to being placed on job site.

The security company must provide the following:

1. Must show proof that personnel are able to meet and continue to meet any applicable state, county, and municipal licensing training for security personnel.
2. All personnel assigned must have high school diploma or G.E.D.
3. Must be able to provide on site drug testing capabilities.

4. Proof of completed extensive social security trace and corresponding background check must be provided for assignment at Alabama State Port Authority properties.

Each security officer shall Posses the following:

1. Ability to write clear, concise, police and security reports.
2. Ability to read computer generated cargo Bill of Ladings and assorted documents in a timely manner.
3. Ability to do prolonged standing.
4. Ability to read and interpret maps and / or city directions.
5. Ability to read and understand basic security and law enforcement oral and written instructions.
6. Ability to remain alert at all times and to act quickly in an emergency situation.
7. Ability to deal firmly but tactfully with the general public.
8. Ability to work all shifts and on weekends.
9. Ability to work in inclement weather.
10. Ability to speak and understand English-
11. Ability to see, hear and identify any potential safety hazard around the work area and report to supervisor.
12. Ability to operate police radio and communications equipment.
13. Ability to read and understand hazardous materials placards.
14. Ability to work with little or no supervision
15. Ability to pay attention to details.
16. Ability to pass on and explain instructions to others.
17. Ability to train other security guards.
18. Ability to work and get along with other employees.
19. Ability to remember large amounts of details at one time.
20. Ability to concentrate on work in spite of distractions.
21. Ability to remain calm and pleasant at all times.
22. Ability to respond quickly to problem situations.
23. Ability to prepare vessel and weather reports.
24. Ability to give clear and concise directions.
25. Contract guard shall have no felony convictions.
26. The guard company or the employee shall provide contract guard uniform and equipment with no cost to the Alabama State Port Authority.
27. Contract guard shall be skilled in the use of telephone and radios.
28. Contract guard shall have no history of alcoholic or substance abuse.



29. Contract guard hearing and speech should not be impaired so that it affects (duty) performance.
30. Contract guard shall be dressed in a clean and neat uniform.
31. Contract guard's hair shall be neatly trimmed and not extended below the top of the uniform shirt collar.
32. Contract guard shall not allow individuals to loiter in or around the work area.
33. Contract guard shall keep the work area clean at all times.
34. Contract guard shall be responsible for the security of ASPA equipment under his / her immediate control.
35. Contract guard shall be required to adhere to Security Operating Procedures. Contract guard shall be required to adhere to Port Authority Rules and Regulations.

**THE RIGHT IS RESERVED AS THE INTEREST OF THE ALABAMA STATE PORT AUTHORITY MAY REQUIRE, TO REJECT ANY AND ALL BIDS AND TO WAIVE INFOMALITIES IN BIDS RECEIVED.**

**IF AN EXTENSION OF PRICES IS IN ORDER, VENDOR MUST SHOW SAME. THE ALABAMA STATE PORT AUTHORITY IS NOT RESPONSIBLE FOR DELAYS OF THE U.S. POSTAL SERVICE AND/OR PRIVATE CARRIER.**

**The company shall assume all liability for and shall indemnify and save harmless the State of Alabama and the Alabama State Port Authority and its officers and employees from all damages and liability for injury to any person or persons and injury to or destruction of property, including the loss thereof, by reason of an accident or occurrence arising from operations under the contract, whether such operations are performed by himself or by any subcontractor or by anyone directly or indirectly employed by either of them occurring on or about the premises, or the ways and means adjacent, during the term of the contract, or an extension**

**thereof, and shall also assume the liability for injury and/or damages to adjacent or neighboring property by reason of work done under the contract.**

**The company shall not commence work under the contract until he has obtained all insurance required under the following paragraphs and until such insurance has been approved by the ASPA, nor shall the contractor allow any subcontractor to commence work until all similar applicable insurance has been obtained by the subcontractor or the contractor has provided coverage for the contractor. The contractor shall**



provide at his expense insurance in accordance with the following:

All policies of insurance must be written with companies acceptable to ASPA.

The company shall furnish to ASPA Certificates of Insurance, signed by the licensed agent, evidencing required coverage. The ASPA reserves the right to require certified copies of any and all policies.

Each policy of insurance shall provide, either in body of the policy or by endorsement, that such policy cannot be substantially altered or canceled without thirty (30) days written notice to ASPA and to the insured.

The company shall take out and maintain during the life of the contract, Commercial General Liability Insurance, including Blanket Contractual and Completed Operations coverage in an amount not less than \$2,000,000.00 for any one occurrence for bodily injury, including death and property damage liability. Policy shall include endorsement identifying ASPA as a primary and non-contributory Additional Insured as respects the contractor's work for the ASPA, to the extent required by written contract.

The company shall take out and maintain during the life of the contract Business Automobile Liability Insurance covering any auto in an amount not less than \$1,000,000.00 for any one occurrence for bodily injury, including death, and property damage liability. The ASPA shall be identified as a primary and non-contributory Additional Insured to the extent required by written contract.

The company shall take out and maintain during the life of the contract Workers Compensation and Employers Liability Insurance providing coverage under the Alabama Workers Compensation Act in an amount not less than that required by Alabama Law where applicable, contractor shall take out and maintain during the life on the contract insurance providing coverage

as required by Federal Statute, including U.S. Longshoremen and Harbor Workers Act (USL&H).

**NOTICE TO BIDDERS – COMPLIANCE  
WITH BEASON-HAMMON ALABAMA  
TAXPAYER AND CITIZEN PROTECTION  
ACT.**

Effective October 1, 2011, the Beason-Hammon Alabama Taxpayer and Citizen Protection Act ("the Act") requires that any business entity contracting with or approving any grant or incentives to the state, including the Alabama State Port Authority, certify compliance with the Act. Alabama's law requires business entities conducting business with the state register with E-Verify on or before January 1, 2012. E-Verify is an Internet-based system that allows an employer to determine the eligibility of that employee to work in the United States. The E-Verify system is operated by the Department of Homeland Security in partnership with the Social Security Administration. E-Verify is available in Spanish. For more information about this system, please log on to [http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm). All Bidders must certify such compliance by executing the enclosed **CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT** and returning it to the Alabama State Port Authority with your bid package. The Certificate must be **WITNESSED**.

\_\_\_\_\_  
**Alabama State Port Authority  
Police Chief**

Date \_\_\_\_\_

\_\_\_\_\_  
**Alabama State Port Authority  
Deputy Director/COO**

Date \_\_\_\_\_

\_\_\_\_\_  
**Alabama State Port Authority  
CEO/Director**

\_\_\_\_\_  
**Contract Security Representative**

Date \_\_\_\_\_

Firm's name \_\_\_\_\_

Firm's

Location/Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOR ALL BIDS \$15,000.00 AND OVER**

**Sworn to and subscribed before me on the**

**The \_\_\_\_\_ day of \_\_\_\_\_,**  
**20\_\_\_\_**

\_\_\_\_\_  
Notary Public

**Return only one signed copy and address  
any inquiries about this proposal to the  
attention of Jimmie Flanagan, Chief of  
Police**

**BIDS RECEIVED AFTER SPECIFIED  
OPENING TIME WILL BE RETURNED  
UNOPENED.**