



BISHOP STATE

COMMUNITY COLLEGE

August 4, 2025

This is your invitation to submit a proposal for **Security Service** for Bishop State Community College at all campuses. Specifications and requirements are enclosed.

A mandatory Pre-Bid meeting will be held on Tuesday, August 12, 2025 @ 9:00am in the conference room at the BTC Building.

You are invited to attend the opening. Instructions regarding the location and timeframe are contained herein.

RFBs must be sealed and identified on the outside of the envelope as **"Sealed RFB 2025-01, Security Service - Open, Wednesday, August 20, 2025 at 2:00pm."**

Rhonda Williams
Business Office
Bishop State Community College
BTC Administration Building
351 North Broad Street
Mobile, AL 36603-5898

Sincerely,

Mrs. Rochelle Richardson, MBA
Dean of Finance and Administrative Services

RS:rbw
Enclosures



August 4, 2025

Bishop State Community College will receive bid proposals for contract security service in its Purchasing Office until Wednesday, August 20, 2025. at 2:00 p.m. for the items described in the bid invitation. Bids will be publicly opened and read aloud on the Main Campus BTC Building first floor conference room.

A mandatory Pre-Bid meeting will be held on Tuesday, August 12, 2025 @ 9:00am in the conference room at the BTC Building.

Submit bid proposal to the following:

Bishop State Community College
351 N. Broad Street
Mobile, AL 36603-5833

Bid Number 2025-01 **Contract Security Service**
Attention: Purchasing Agent - Rhonda Williams

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"No Bid" responses are requested.

1. "All bids shall be sealed when received." (Alabama Code § 41-16-54) Bids delivered by the vendor, United States Postal Service, Federal Express, UPS, or other delivery service must have the bid number indicated on the envelope. It is the responsibility of the vendor to have the bid proposal delivered to the correct addressee and location. The bid should be addressed to the following:

Rhonda Williams, Purchasing Agent
Bishop State Community College
351 N Broad Street
Mobile, AL 36603-5833
2. Bids must be received prior to the bid opening date and time. Late bids will not be considered.
3. All information shall be entered in ink, typewritten, or computer generated in the appropriate space(s) on the form(s). An authorized company representative must sign the bid in ink.
4. Prices submitted on the bid must remain effective for a period of thirty (30) days for complete bid evaluation.
5. Bishop State Community College reserves the right to reject any or all bids, or any part thereof, and to waive any technicality in the bidding in the best interest of the Institution. Bids will be awarded in a manner which appears to be in the best interest of Bishop State Community College. Awards may be issued to multiple bidders.
6. This proposal is to be made without connection to any other person, company, or parties making a bid or proposal and is to be in all respects fair and in good faith, without collusion or fraud.
7. Bid prices are not to include tax. Tax exemption certificate furnished upon request.
8. Quote F.O.B. delivered to sites listed in specifications. The successful bidder must assume all liability/responsibility for damage in transit.
9. The responsibility of determining the acceptability of any products offered rests solely with Bishop State Community College.
10. The successful bidder will be required to submit a copy of general liability (umbrella) insurance. The copy must show amount limits for automobile, workers' compensation, etc. (applicable for the delivery of materials, supplies, etc.)
11. The bidder shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance of the requested work or service.
12. The successful bidder must provide a copy of current state, county, or city business license, general contractor's license, or applicable license as required by law.
13. It is the responsibility of the bidder to inspect the facilities (grounds, road access, and buildings) for delivery method, installation, and/or set-up of materials, supplies and/or equipment. Failure to inspect the facilities will not relieve the bidder of responsibility to provide for delivery F.O.B. or additional costs associated with delivery, installation, and set-up as requested in the bid.
14. All bidders are required to complete a Disclosure Statement. Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant

proposals to the state of Alabama in excess of \$5,000. A Vendor Disclosure Statement is included in the bid proposal. Any changes to the status of the information on this form will require the submission of an updated form to Shelton State Community College.

15. The successful bidder will be required to complete the Alabama Immigration Law Compliance Documents. The Alabama Immigration Law Compliance Documents are included in the bid proposal. The successful bidder must comply with Alabama Act 2011535 and agrees to submit a notarized Affidavit of Alabama Immigration Law Compliance as well as an E-Verify Memorandum of Understanding (E-Verify can be found at www.uscis.gov). By signing this contract, the contracting parties affirm, for the duration of this agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of this agreement and shall be responsible for all damages resulting there from.
16. All bids must be notarized.
17. Bidders desiring further information or interpretation of plans or specifications must make requests in writing to Rhonda Williams, Purchasing Agent, Bishop State Community College, 351 N Broad Street, Mobile, AL 36603-5833, at least seven (7) days prior to bid opening. Questions can also be submitted via email to rwilliams@bishop.edu. Answers to such requests will be given to all recorded bidders.
18. When brand name or catalog number is not stated by the bidder, it is understood the offer is exactly as specified. References in the specifications to name brands, catalogue numbers, etc., are for identification purposes only and are in no way intended to eliminate or discourage the offering of substitute items which equal the specifications.
19. The awarded bid price must remain in effect for one year from the date of the contract.
20. The contract may be extended for a period of two additional years if no changes are made in the specifications and/or pricing by the vendor. Bishop State Community College and the vendor must agree in writing for the contract extension.
21. Bishop State Community College may cancel this agreement at any time with 30 days written notice.
22. Payment shall be contingent upon Bishop State Community College's inspection of and satisfaction with completed work or materials.
23. Any defective work or materials, non-conformance to bid specifications, damaged materials, or unsatisfactory installation shall be corrected to Bishop State Community College's satisfaction by the successful bidder at no additional charge. No payments on partial shipments will be made until all items have been received in good condition.
24. Notwithstanding any other provision in this Agreement, the parties acknowledge and agree that the terms and commitments contained herein shall not constitute a debt of the State of Alabama in violation of Section 213 of the Constitution of Alabama of 1901, as amended by Amendment No. 26.
25. It is further agreed that if any provision of this Agreement shall contravene any statute of Constitutional provision, either now in effect of which may be enacted during the term of this Agreement, then the conflicting provision of the Agreement shall be deemed null and void.

26. The bidder acknowledges and agrees that its sole and exclusive remedy for any monetary claim or any claim for which Bishop State Community College has sovereign immunity that may arise from or relate to this Agreement is to file a claim with the Board of Adjustment of the State of Alabama. Any claim for equitable relief or for which Bishop State Community College does not have sovereign immunity shall be brought exclusively in the appropriate state or federal court which are situated in and/or covering Mobile County, Alabama.
27. This Agreement shall be governed by and construed in accordance with the laws of the State of Alabama without giving effect to any choice or conflict-of-law provisions or rules (whether of the State of Alabama or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than those of the State of Alabama.
28. These terms and conditions shall supersede any contrary language in any agreement entered into by the parties. All terms shall be reduced to writing and will not rely on any oral terms, nor shall any oral terms or agreement be incorporated herein.
29. As an entity of the State of Alabama, the parties recognize and agree that Bishop State Community College cannot and will not agree to indemnify any party to a contract resulting from this bid.
30. In accordance with the recommendations of the Governor and the Attorney General of the State of Alabama, the parties shall consider settling all disputes arising from or related to this agreement by using appropriate forms of non-binding alternative dispute resolution.
31. In the event of proration of the fund from which payment under which this agreement is to be made, the agreement will be subject to termination.
32. Bishop State Community College reserves the right to purchase according to availability of funds.
33. All applicable shipping and handling costs must be included in the pricing submitted with the bid.
34. Bishop State Community College will not accept prepay terms for the items and services in this bid.
35. Quantities listed on the specifications sheet are believed to be correct. However, Bishop State Community College reserves the right to alter or vary the quantities for a period of ninety (90) days from the bid opening.
36. This agreement constitutes the sole and entire agreement of the parties to this agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, negotiations, and agreements, both oral and written, with respect to such subject matter.
37. By signing this contract, the contracting parties affirm, for the duration of this agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of this agreement and shall be responsible for all damages resulting there from.
38. This agreement may be executed in counterparts, each of which shall be deemed and original, but all of which together shall be deemed to be one and the same agreement.
39. In compliance with Act 2016-312, the contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

NONRESIDENT BIDDER INFORMATION

41-16-57

(b) The awarding authority in the purchase of or contract for personal property or contractual services shall give preference, provided there is no sacrifice or loss in price or quality, to commodities produced in Alabama or sold by Alabama persons, firms, or corporations. Notwithstanding the foregoing, no county official, county commission, school board, city council or city councilmen, or other public official, state board, or state agency charged with the letting of contracts or purchase of materials for the construction, modification, alteration, or repair of any publicly owned facility may specify the use of materials or systems by a sole source, unless:

(1) The governmental body can document to the satisfaction of the State of Alabama Building Commission that the sole source product or service is of an indispensable nature, all other viable alternatives have been explored, and it has been determined that only this product or service will fulfill the function for which the product is needed. Frivolous features will not be considered.

(2) The sole source specification has been recommended by the architect or engineer of record and who also documents that there is no other product available and that the use of the requirement is of an indispensable nature and why.

(3) All information substantiating the use of a sole source specification is documented in writing and is filed into the project file.

PROPOSAL FORM

Bid of _____
(Company Name)

of _____
(City and State)

Hereinafter, called "Bidder," a corporation, organized and existing under the laws of the State of _____ a partnership, or an individual doing business as:

TO: Bishop State Community College
351 N Broad Street, Mobile, AL 36603
Attn: Rhonda Williams

BID PRICE (Attach additional documentation with proposal) Yearly Cost
\$ _____

FEDERAL IDENTIFICATION # _____

2025-01

BID CERTIFICATE

I hereby affirm I have not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise.

Firm or Company Name

Address

City, State and Zip Code

Telephone Number Fax Number

Email Address

Name of Company Representative
(Please Print)

Signature of Company Representative

BID CERTIFICATE MUST BE NOTARIZED

Sworn and subscribed before me this the _____ day of _____, 20____.

Notary Public

Date my Commission Expires



Vendor Disclosure Statement Information and Instructions

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. The disclosure statement is not required for contracts for gas, water, and electric services where no competition exists, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award.

A copy of the disclosure statement shall be filed with the awarding entity and the Department of Examiners of Public Accounts and if it pertains to a state contract, a copy shall be submitted to the Contract Review Permanent Legislative Oversight Committee. The address for the Department of Examiners of Public Accounts is as follows: 50 N. Ripley Street, Room 3201, Montgomery, Alabama 36130-2101. If the disclosure statement is filed with a contract, the awarding entity should include a copy with the contract when it is presented to the Contract Review Permanent Legislative Oversight Committee.

The State of Alabama shall not enter into any contract or appropriate any public funds with any person who refuses to provide information required by Act 2001-955.

Pursuant to Act 2001-955, any person who knowingly provides misleading or incorrect information on the disclosure statement shall be subject to a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00. Also, the contract or grant shall be voidable by the awarding entity.

Definitions as Provided in Act 2001-955

Family Member of a Public Employee - The spouse or a dependent of the public employee.

Family Member of a Public Official - The spouse, a dependent, an adult child and his or her spouse, a parent, a spouse's parents, a sibling and his or her spouse, of the public official.

Family Relationship - A person has a family relationship with a public official or public employee if the person is a family member of the public official or public employee.

Person - An individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.

Public Official and Public Employee - These terms shall have the same meanings ascribed to them in Sections 36-25-1(23) and 36-25-1(24), Code of Alabama 1975, (see below) except for the purposes of the disclosure requirements of this act, the terms shall only include persons in a position to influence the awarding of a grant or contract who are affiliated with the awarding entity. Notwithstanding the foregoing, these terms shall also include the Governor, Lieutenant Governor, members of the cabinet of the Governor, and members of the Legislature.

Section 36-25-1(23), Code of Alabama 1975, defines a public employee as any person employed at the state, county or municipal level of government or their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county, or municipal funds. For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee's income.

Section 36-25-1(24), Code of Alabama 1975, defines a public official as any person elected to public office, whether or not that person has taken office, by the vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations. For purposes of this chapter, a public official includes the chairs and vice-chairs or the equivalent offices of each state political party as defined in Section 17-16-2, Code of Alabama 1975.

Instructions

Complete all lines as indicated. If an item does not apply, denote N/A (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary.

The form must be signed, dated, and notarized prior to submission.



State of Alabama Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

This form is provided with:

- Contract
 Proposal
 Request for Proposal
 Invitation to Bid
 Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

- Yes
 No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED
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Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

- Yes
 No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT
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1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY
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2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED
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If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
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By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature _____ Date _____

Notary's Signature _____ Date _____ Date Notary Expires _____

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.

**THIS VENDOR CERTIFICATION FORM HAS TO BE COMPLETED AND RETURNED
IN ORDER TO MEET SPECIFICATIONS OF BID.**

VENDOR CERTIFICATION BY
ALABAMA DEPARTMENT OF REVENUE

GENERAL INFORMATION:

Bishop State Community College considers all vendors to be valuable assets in fulfilling its education, health, research, and service missions. As such, vendors should conduct their business openly, fairly, and honestly. All vendors are expected to fulfill their contractual commitments to the College in terms of cost, delivery, and quality of products and services. The College procurement contracts are a matter of public record, and they are based upon formal competitive bids or good faith negotiations between the College and the vendor. Failure to fulfill contractual commitments can jeopardize a company's status as an acceptable College vendor.

The following statement is applicable to all Requests for Formal Bid and Contracts for Professional Services that are required on all taxable sales and leases into Alabama:

Certification Pursuant to Act No. 2006-557

Alabama law (Section 41-4-142, Code of Alabama 1975) provides that every bid submitted, and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama State and Local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-142, and acknowledges that the awarding authority may declare the contract void if the certification is false.

COMPANY NAME

SIGNATURE OF RESPONSIBLE PARTY

PRINT: NAME, TITLE

DATE

The following statement is applicable to all Requests for Formal Bid and Contracts for Professional Services:

Certification Pursuant to Minority-Owned Business

Alabama law (Section 25-10-3, Code of Alabama 1975) provides a definition of minority-owned businesses. Bidder from a business within the state that is a woman-owned enterprise, an enterprise of small business, as defined in Section 25-10-3, a minority-owned business enterprise, a veteran-owned business enterprise, or a disadvantaged-owned business enterprise shall acknowledge this status by signing this certification.

COMPANY NAME

SIGNATURE OF RESPONSIBLE PARTY

PRINT: NAME, TITLE

DATE

OR PLEASE INDICATE WITH N/A

AFFIDAVIT OF ALABAMA IMMIGRATION LAW COMPLIANCE

In compliance with SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (the "Act"); CODE OF ALABAMA, SECTIONS 31-13-9 (9a) and (b), this Affidavit of Alabama Immigration Law Compliance is to be completed and signed by an officer or owner of a contractor or grantee and notarized, as a condition for the award of any contract by Shelton State Community College to an employer that employs one or more employees in the State of Alabama and is a recipient of funds from Shelton State Community College. Contractors and Grantees are to provide notice to their Subcontractors of their Alabama Immigration Law Compliance obligations.

State of Alabama:

County of _____

Before me, a notary public, personally appeared _____ (print name) who, is duly authorized by the business entity/employer which appears below, being sworn, says as follows:

As a condition for being a contractor or grantee on a project paid for by contract, grant, or incentive by the State of Alabama, or any political subdivision thereof, or any state-funded entity, I hereby attest that in my capacity as _____ (your position) for Grantee does not knowingly employ, hire for employment, or continue to employ an unauthorized alien. Further, Contractor or Grantee affirms that it is providing notice to its subcontractors of their Alabama Immigration Law Compliance obligations.

I further attest that said Contractor or Grantee is enrolled in the E-Verify program and have affixed below said Contractor or Grantee's E-Verify Employment Eligibility Verification User Identification Number confirming such program enrollment. I have read this Affidavit and swear and affirm that it is true and correct.

E-Verify Employment Eligibility Verification User Identification Number

Signature of Affiant

Sworn to and subscribed before me this _____ day of _____ 2_____.

I certify that the affiant if known (or made known) to me to be the identical party he or she claims to be.

Signature and Seal of Notary Public

TO BE RETURNED TO BISHOP STATE COMMUNITY COLLEGE

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY,
AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS**

Non-Federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. The regulations in 2 CFR part 180 restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

- 1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- 3) By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
- 4) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, may pursue available remedies, including suspension and/or debarment.
- 5) The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- 6) The terms “covered transaction” “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded”, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules and implementing Executive Orders 12549 and 12689. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- 7) The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Federal awarding agency.
- 8) The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions”, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- 9) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required, to check SAM.gov Exclusions.
- 10) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- 11) Except for transactions authorized under paragraph 7 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the funding agency may pursue available remedies, including suspension and/or debarment.

Signature of Authorized Representative

Name and Title of Authorized Representative

Company or Agency

Date

SCOPE OF WORK

Minimum Requirements

Bishop State Community College Contract Security Service

This document outlines the essential requirements for security services contracted by Bishop State Community College (BISHOP STATE). The selected contractor shall provide highly trained, professional, and reliable security personnel to ensure a safe and secure environment for students, faculty, staff, and visitors across all college campuses.

I. Personnel Qualifications and Training:

Experience: The contractor must demonstrate a minimum of three (3) years of proven experience in providing security guard services, preferably in an educational or similar institutional setting.

Background Checks: All security personnel assigned to BISHOP STATE campuses must successfully pass comprehensive background checks, including:

NCIC Background Check: A full National Crime Information Center (NCIC) background check, encompassing criminal history records and fingerprint checks, must be completed and cleared prior to site assignment. The contractor shall provide certification of this clearance to BISHOP STATE.

State and Local Checks: Compliance with all Alabama state and local regulations for security guard licensing and background verification.

CPR Certification: All assigned security personnel must possess current and valid CPR (Cardiopulmonary Resuscitation) and First Aid certification from a nationally recognized organization (e.g., American Heart Association, American Red Cross). This training should specifically include adult CPR and First Aid skills.

De-escalation Training: All security personnel must complete comprehensive de-escalation training that includes, but is not limited to:

Verbal de-escalation techniques.

Conflict resolution strategies.

Emotional self-management for security personnel.

Reading and responding to body language.

Understanding the psychology of escalated conflict.

Techniques for maintaining professional conduct under stress.

Clery Act Training: All security personnel designated as Campus Security Authorities (CSAs) by BISHOP STATE must receive annual, in-depth training on the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). This training shall cover:

Identification of Clery Act crimes and geography.

Proper reporting procedures for criminal incidents to college authorities.

Victim support and resources.

Compliance with timely warnings and emergency notifications.

Intersection with Title IX policies (where applicable).

Mental and Emotional Stability: Guards must be mentally alert, capable of exercising sound judgment, implementing instructions, and assimilating specialized training. Emotional and mental stability are essential for effective interaction with the public and quick action in emergency situations.

Professional Appearance: Assigned personnel shall arrive at work well-groomed, in a professional manner, and in the appropriate company uniform complete with badge, company designation patch, nametag, and required communications equipment.

II. Operational Procedures:

Daily Logged Foot Patrols: Security personnel shall conduct regular and documented foot patrols across all designated areas of the BISHOP STATE campuses. Daily activity reports (DARs) are required for each shift and must include:

Shift start and end times, and names of personnel on duty.

Detailed account of patrol routes and times.

Specific checkpoints covered during patrols.

Observations made during patrols (e.g., unlocked doors, suspicious activity, maintenance issues).

Any incidents observed or reported, including time, location, description, actions taken, and involvement of other agencies.

Status of security equipment and any malfunctions.

Documentation of all incidents with students, faculty, staff, and visitors.

These logs shall be made available for review by BISHOP STATE upon request.

Campus Opening and Closing Procedures: Security personnel must be thoroughly trained in and adhere strictly to Bishop States specific campus opening and closing procedures, which include:

Securing designated buildings and facilities at scheduled times.

Conducting thorough checks for unauthorized individuals or suspicious activity before and after operating hours.

Activating and deactivating alarm systems.

Ensuring proper lighting and environmental controls are set.

Promptly reporting any anomalies, damage, or security breaches discovered during opening or closing rounds.

Coordination with designated BISHOP STATE personnel for key control and access management. 24-Hour Communications Capability: The contractor shall maintain 24-hour communication capability with all assigned security personnel and a designated BISHOP STATE contact.

Incident Reporting: The contractor shall furnish a detailed written report within one (1) day of any incident to the relevant Campus Police Officer or designated BISHOP STATE authority where the incident occurred.

Cooperation with Law Enforcement: Security personnel shall fully cooperate with local law enforcement agencies and BISHOP STATE Campus Police in all matters.

Supervision: The contractor shall provide adequate and experienced on call supervision of employees to ensure complete and satisfactory performance of all work in accordance with the contract. Supervision should be available at all times work is being performed.

Equipment: The contractor shall provide all necessary equipment for security personnel, including but not limited to, uniforms, communication devices, and patrol vehicles (golf carts-human transporter, bikes etc.) on the Main and Southwest Campuses. Contractor vehicles shall be clearly identified.

III. Compliance and General Provisions:

Licenses and Permits: The contractor and all assigned personnel must possess all necessary and current state and local licenses and permits required for providing security services in Alabama.

E-Verify Program: As a condition for the contract award, the contractor shall provide documentation of enrollment in the E-Verify program and shall verify every employee required by applicable federal rules and regulations.

Physical Ability: All employees assigned by the contractor shall be physically able to perform their assigned work and shall be free from communicable diseases.

Adherence to College Policies: Security personnel shall adhere to all Bishop State Community College policies and procedures, as well as applicable Alabama Community College System (ACCS) policies.

This comprehensive set of specifications aims to ensure that Bishop State Community College receives high-quality, professional, and responsive security services that prioritize the safety and well-being of its entire community.

IV. Scheduling and Special Event Duty:

Standard Scheduling: The contractor shall propose a standard weekly staffing schedule that meets the ongoing security needs of BISHOP STATE campuses. This schedule must be approved by BISHOP STATE prior to implementation and any changes must be communicated and approved in advance.

Extra Duty for Special Events: The contractor shall be prepared to provide additional security personnel and services for special events designated by Bishop State Community College. These events may include, but are not limited to, athletic games, graduation ceremonies, concerts, campus-wide events, and large meetings.

Request for Special Event Coverage: BISHOP STATE will provide the contractor with reasonable advance notice (typically no less than 72 hours, or as otherwise mutually agreed upon for emergency needs) for special event security requirements. The notice will include event details such as date, time, location, estimated attendance, and desired number of security personnel.

Personnel Qualifications for Special Events: Personnel assigned to special events must meet all general personnel qualifications and training requirements outlined in Section I of this document. Depending on the nature of the event, BISHOP STATE may request specific additional training or experience.

Rates for Special Event Duty: The contract shall clearly delineate the hourly rates for special event security services, which may differ from standard hourly rates. These rates shall be provided as part of the contractor's proposal.

Event-Specific Directives: Security personnel assigned to special events shall follow all specific directives and instructions provided by the designated BISHOP STATE event coordinator or Campus Police, in addition to their standard duties. This may include crowd control, access point management, parking enforcement, and emergency response.

Flexibility: The contractor must demonstrate flexibility in adjusting staffing levels and schedules to accommodate the dynamic nature of campus events.

Downtown Site Coverage							
Shifts	Sunday	Monday	Tuesday	Wednesd	Thursday	Friday	Saturday
1st shift	7a-3p	7a-5p	7a-5p	7a-5p	7a-5p	7a-2p	7a-3p
2nd shift	3p-11p					2p-10p	3p-11p
3rd shift	11p-7a	11p-7a	11p-7a	11p-7a	11p-7a	10p-7a	11p-7a
Carver Site Coverage							
Shifts	Tuesday	Wednesd	Thursday	Friday			
1st shift	5a-1p	5a-1p	5a-1p	5a-1p			
2nd shift	1p-9p	1p-9p	1p-9p	1p-9p			
Total hours	16 hours	16 hours	16 hours	16 hours			
Southwest Site Coverage							
Shifts	Sunday	Monday	Tuesday	Wednesd	Thursday	Friday	Saturday
1st shift	7a-3p	7a-5p	7a-5p	7a-5p	7a-5p	7a-3p	7a-3p
2nd shift	3p-11p					3p-11p	3p-11p
3rd shift	11p-7a	11p-7a	11p-7a	11p-7a	11p-7a	11p-7a	11p-7a
Total hours	24 hours	18 hours	18 hours	18 hours	18 hours	24 hours	24 hours