

"This is only the scope of work for the project. For more information, interested parties should contact Procurement at [purchasing@stp.gov.org](mailto:purchasing@stp.gov) to ensure receipt of a full project package, to be listed as a plan holder and to ensure any addenda to the project package are received."

Scope of Work/Services

Parish requires a Contractor to provide unarmed security services at the Parish Justice Center in Covington, Louisiana in accordance with the specifications, requirements and terms and conditions stated herein. Services shall include all labor, materials, tools, specialized equipment, supplies, trained personnel, insurance, direct and indirect administrative costs, overhead, all other costs and charges, and all things and services necessary to provide Unarmed Security Guard Services in accordance with the requirements of this RFP. There shall be no add-on charges of any kind.

Qualifications and other requirements are described in the sections below.

1. Proposers must be able to provide/comply with the following

- a. Proposer must be licensed with the Louisiana State Board of Private Security Examiners. Copy of license must be submitted with proposal.
- b. All security officers assigned meet or exceed the minimum standards for unarmed security guard required by the Louisiana State Board of Private Security Examiners.
- c. All security officers must be able to proficiently read, write and understand the English language.
- d. All security officers must be a high school graduate or have a G.E.D.
- e. Be able to walk unassisted a minimum of 300 yards, climb stairs, and be able to lift and carry twenty (20) pounds.
- f. Be capable of maintaining a professional demeanor in dealing with St. Tammany Parish government employees and the general public.
- g. Be capable of using reasonable and prudent judgment in situations which may occur in and around the building, and ability to maintain poise and self-control under stress.
- h. All security officers assigned to the Parish Justice Center must be drug and alcohol free while on duty.
- i. The security firm must have an in-house 24 hour, 7 day per week, 365 days per year, dispatching office. An answering service is not acceptable. Dispatch must be in contact with vendor personnel utilizing vendor owned communication required under this contract.
- j. Field supervision shall be provided by the Proposer awarded the contract.
- k. Security personnel shall not, under any circumstances, carry, display or use weapons of deadly force. Incidents requiring such force will be turned over to Law Enforcement for resolution. Security personnel shall cooperate fully with all local, state and federal law enforcement agencies. Incidents involving suspected criminal conduct shall be immediately reported to the proper authority.
- l. All personnel assigned to this contract shall be employed by the successful Proposer. No sub-contractors will be allowed.

2. Training/Record Keeping

- a. The training shall be presented in a formal manner with the opportunity provided for questions and answers to be made by the student security officer.
- b. Written verification of drug testing and background screening shall be kept on file by the Contracted Company and be made available to Parish personnel, upon request.
- c. The Contracted Company shall ensure that any and all security officers assigned to work at the Parish Justice Center shall have received and passed all state mandated training for unarmed security personnel for the State of Louisiana.

3. Uniforms

- a. All security officers must wear the same type of uniform and it must include a patch, company name badge with logo, or badge clearly identifying the Contracted Company's name.
- b. Uniforms must be neat and presentable at all times. Security officers must be neatly groomed.
- c. Each security officer on duty shall have a Louisiana State Board of Private Security Examiner license clipped to his/her uniform and visible to the public.

4. Scope of Work

- a. Contracted Company will provide Unarmed Uniformed Security Officers for the Justice Center located at:
701 N. Columbia Street, Covington LA 70433
- b. There will be a total of 7 officers reporting for duty Monday through Friday.
- c. Days and Hours of Coverage:
 - a. 5 security officers – Monday through Friday – 7:30 am – 5:00 pm
 - b. 2 security officers – Monday through Friday – 7:30 am – 3:30 pm
- d. The Security Officers will become familiar with the layout of the Justice Center and locations within the building and all emergency exits.
- e. Security Officer shall remain on duty the entire time of his/her shift.
- f. Security Officer will observe the actions of persons within the vicinity and immediately report to Law Enforcement for assistance in determining course of action any situation that causes them to be concerned about the safety of the Parish Justice Center employees and/or visitors.
- g. Security Officer will complete a Daily Guard Report documenting daily activity on the site.
- h. Security Officer will work with all emergency agencies and an incident report will be completed should an emergency arise
- i. Security Officer will conduct himself/herself in a professional manner at all times and most especially in the presence of Parish Justice Center employees, visitors.
- j. While on the premises, the Contracted Company's Security Officers shall not carry or possess weapons, including firearms, knives, batons, chemical agents, and/or electrical stun devices.

5. Security Officer Duties:

- a. All Security Officers will report for duty at 0730 Monday through Friday. Officers will be trained in use of walk-through and hand-held metal detection equipment,

loading dock procedures for processing incoming packages, and Control Room monitoring CCTV equipment.

6. Personnel:

- a. Personnel must be carefully selected on the basis of a thorough background check, criminal records check and drug testing.
- b. The security firm shall provide the telephone numbers of managers, supervisors and executive personnel. This information is to be updated as needed, affording Parish continuous contact throughout the term of the contract.