



## **AAMA Security RFP**

The Association for the Advancement of Mexican Americans (AAMA) is seeking a vendor to provide 24-hour noncommissioned security services for two of its Houston properties.

- AAMA 6001 Gulf Freeway Building E. Houston, TX 77023
  - o See Exhibit 1 for building and program overview
  - o Requesting 2 Day Shifts from 6:00am-5:00pm
    - 1 overnight officer from 8pm-8:00am
    - 7 days a week
- Sanchez North 215 Rittenhouse Houston, TX 77076
  - o See Exhibit 2 for building overview
  - o Requesting 2 Day Shifts from 6:00am-5:00pm
    - 1 overnight officer from 8pm-8:00am
    - 7 days a week
- Coverage for 204 Clifton Houston, TX 77011
  - Request one officer as needed.
  - 1:30pm-9:30pm

We are currently on a yearly basis contract and would like to create a 2-3 year fixed contract. AAMA is opening an invitation to bid on this project.

### **RFP Schedule:**

<b>Post RFP on website</b>	<b>June 29th</b>
<b>Onsite Prep Proposal Meeting</b>	<b>July 7th</b>
Location: 6001 Gulf Freeway, Building E. Houston TX 77023 9:00am- 10:30 am	
<b>Question Cut Off Date</b>	<b>July 11th</b>
Send all questions to <a href="mailto:canguiano@aama.org">canguiano@aama.org</a>	<b>July 12th</b>

<b>Answers Posted</b>	
All answers will be posted on our website: <a href="http://www.aama.org/public-documents/">http://www.aama.org/public-documents/</a>	
<b>Proposal Due Date</b>	<b>July 13th</b>
All proposals are to be e-mailed to <a href="mailto:canguiano@aama.org">canguiano@aama.org</a> and Mailed ( <b><i>Both methods must be completed and postmarked by April 22nd</i></b> ) ATT: Carlos Anguiano 6001 Gulf Freeway, Building E. Houston TX 77023 <i>No Late Submissions will be accepted</i>	
<b>Final Evaluation and Selection</b>	<b>July 18th</b>

#### RFP Overview:

- I. **Site Visit.** A mandatory site visit and tour of the facilities will be held prior to the proposal due date. AAMA representatives will be available to answer questions about our needs, practices, problems, and concerns. The site visit is mandatory for all prospects who will submit a proposal to ensure full understanding of scope of work needed. All potential vendors will tour the facility at the same time so each hears all questions and answers. **Meeting will take place: July 7th from 9:00am to 10:30am.** Please confirm your attendance by e-mail to [canguiano@aama.org](mailto:canguiano@aama.org).
- II. **Review of Written Proposals.** Proposals must be prepared as described in **Attachment A: Vendor Response**. An evaluation team will review and score written proposals based on the evaluation criteria identified below.
- III. **Criteria** General criteria upon which proposals will be evaluated include, but are not limited to, the following:

1. Expressed understanding of proposal objectives	20%
2. Evaluating employee performance. (How do you evaluate your employees and provide training )	20%
3. Cost (initial and on-going fees.)	20%

4. Qualifications of the vendor and their personnel experience.	20%
5. Completeness, thoroughness, and detail of response as reflected by the proposal's discussion and coverage of all elements of work listed.	20%

### **Scope of Work:**

#### **Patrolling:**

- Maintain a visible presence in all areas.
- Making rounds and inspections to determine whether fences, gates, doors, and windows are properly closed and/or locked and properly secured.
- Patrols Safe Routes to School areas
- Documents hourly rounds accurately, takes accurate notes of unusual occurrences
- Remains alert for the presence of unauthorized persons and/or security violators
- Traffic-control duties may be included at some assignments.

#### **Protecting**

- Monitoring admittance of personnel, students, and authorized visitors to the facilities.
- Protects assets relative to theft, assault, fire, and other safety issues
- Abates Graffiti, as necessary
- Enforcing "Non-smoking Ordinance".
- Escorting personnel to or from their automobile in very dark conditions.
- Calls for assistance as necessary. Calls law enforcement or fire department in cases of emergency, such as fire or presence of unauthorized persons

#### **Investigating**

- Investigating unusual or suspicious conditions.
- Preventing trespass, damage, or theft of property.
- Inspecting parking areas.
- Watches for irregularities, such as safety breaches, facility and safety hazards, and emergency situations
- Reporting any dishonest or criminal act committed on premises by personnel or other persons.

### **Community Building**

- Interacting in a professional manner with the public; assisting clients with direction.
- Conveys an understanding and patient attitude toward other staff, students, and parents
- Notifying appropriate personnel and local authorities when emergencies occur.
- Builds a working relationship with local law enforcement

### **Building Operations**

- Turning lights ON and OFF; turning alarm systems ON and OFF.
- Operating telephones and transmitter receiver radios, cameras, and automated security system equipment; responding to emergencies and alarms.

### **Documenting**

- Writes reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences

### **Other:**

- AAMA may request additional services beyond the specified service locations. Requests for additional services shall be made in writing, and

the Vendor shall determine at Contractor's discretion, whether the Vendor shall provide the requested services. The associated cost and payment schedule for special services shall be negotiated as part of the request process.

### **Uniforms and Equipment**

Vendor shall provide uniforms to employees who are assigned to work on AAMA sites. Uniforms shall include winter jackets and rain gear. Uniforms shall bear a patch identifying the Vendor.

Vendor shall be able to provide communication equipment, i.e. 2-way radios and/or cellular phones, to employees who are assigned to work on the site. Such equipment shall permit employees to always communicate with the AAMA Security Manager.

Security guards must wear nametags or identification cards. Vendor shall ensure that nametags or identification cards are properly worn and displayed.

Vendor must provide a patrol vehicles at each site to be used by security vendor only.

### **Personnel Background Checks and Examinations**

**Vital note: Per the 2019 national FBI audit, vendors must now be certified under the federal National Child Protection Act ("NCPA") to be able to access the Department of Public Safety's (DPS) Clearinghouse. Only qualifying vendors will be able to adhere to the procedures under Texas Education Code §22.0834.**

Vendor shall certify that all personnel have successfully passed a criminal background check prior to site assignment. All security guards shall pass a fingerprint check. AAMA reserves the right to review the personal background check and conduct further security clearances on the Vendor's assigned personnel. In such cases, the Vendor shall cooperate and furnish the name of persons who may be assigned for completing a more thorough detailed check. The following information, on all assigned personnel, shall be provided:

Date of Birth

Social Security Number Driver License Number Current Address

All background information

*\* Any person or persons not acceptable shall be prohibited from working under this Contract.*

Medical examination of guards to assure their physical fitness shall be conducted at the Vendor's expense, prior to initial request for clearance and annually thereafter or more frequently as determined by the Vendor's examining physician. Vendor will assign personnel that are physically able to walk unassisted for an extended period of time.

### **Personnel Standards**

All guard force personnel shall possess mental and emotional stability and have the capability of exercising sound judgment. In addition, the following selection criteria requirements shall apply to all Contractor personnel:

- Ability to read and fully comprehend work instructions;
- Ability to write in a legible and understandable fashion;
- Ability to speak and write English in a satisfactory fashion so as to be able to communicate in person, by telephone, or by radio;
- Minimum age of 21 years
- Possession of a high school diploma or equivalent GED
- Security guard clearance identification card from the State of Texas
- Passage of a chemical test and analysis for the detection of the illegal use of or abuse of drugs, contraband substances, and marijuana; and
- Not having a criminal convictions.

### **Vendor Trainings**

- Vendor will be required to provide the following on a yearly basis:
  - o Under the Texas Department of Public Safety, All Security personnel must have completed Level II training.
  - o Customer Service
  - o Reporting/Diligent Note Taking
  - o CPR & First Aid Training
  - o Requested training from our Sanchez Charter School
- AAMA will provide the following training:
  - o Overview of all AAMA and its programs
  - o Radio Communications
  - o Standard Response Protocols
  - o Any alarms or site specific information

- Other security and safety-related training required by the Texas Education Code.

## **AAMA Requirements**

### **1. Tax Exemption**

- a. AAAMA is exempt from federal and state and taxes. AAMA will not be responsible for payment of taxes. Tax Exemption Certificates will be provided at the selected vendors request.

### **2. Performance, Cancelation, and Termination**

- a. A Vendors performance is important as we establish a pool of preferred vendors. As a result, performance before and during the Contract term, will be a major consideration of current Contract award, renewals, and future award considerations. The final written agreement(s) will specify that AAMA reserves the right to terminate the contract without cause with 30 days prior written notice. Failure to perform, in any sense relative to this Contract, may result in the probation and/or termination of this agreement by AAMA on the basis of nonperformance. Non-performance shall be determined as follows:
  - i. Failure to meet and maintain all AAMA requirements as noted in this RFP;
  - ii. Failure to maintain appropriate and/or necessary personnel licenses and certifications;
  - iii. Failure to keep and maintain all required insurance coverage
  - iv. Failure to complete agreed upon milestone deadlines.
  - v. Failure to acknowledge agreed upon warranty for job or equipment.
- b. In the event of termination, AAMA will be relieved of all obligations, except to pay the reasonable value of the vendor's prior performance (at a cost not exceeding the contract rate, subject to any offers).

### **3. Contract Terms:**

- a. All contractors or contractor's employees may be subjected to a background or other checks as may be required by AAMA in its sole discretion;
- b. Payments by AAMA to the contractor will be paid at the conclusion of the work after all of the contract's terms and conditions have been met;
- c. At AAMA's election, retainage in the amount of ten percent (10%) will be withheld from contractor's payment(s) for a period of thirty (30) days after the contract's completion;
- d. Contractor will prepare a mutually acceptable contract for execution;
- e. Contractor will be responsible at its expense for obtaining all permits that may be required by local and/or state authorities, and;
- f. The one-year warranty includes both labor and materials and begins after AAMA accepts the work;

- g. **INDEMNITY. THE SELECTED VENDOR** WAIVES ALL CLAIMS OR CAUSES OF ACTION AGAINST AAMA AND EACH OF THE FOREGOING, ITS AFFILIATED ENTITIES, DIRECTORS, OFFICERS, MEMBERS, MANAGERS, AGENTS, REPRESENTATIVES, CLIENTS, STUDENTS, GUESTS AND EMPLOYEES (THE "AAMA INDEMNITEES") AND HEREBY INDEMNIFIES AND HOLDS HARMLESS THE AAMA INDEMNITEES FROM ALL CLAIMS OR CAUSES OF ACTION ARISING OUT OF DAMAGE TO ANY PROPERTY OR INJURY TO OR DEATH OF, ANY PERSON IN, UPON, OR ABOUT ANY PORTION OF THE AAMA PROPERTY, LAND OR BUILDINGS, CAUSED BY, RESULTING FROM, ARISING OR GROWING OUT OF OR IN ANY WAY WHATSOEVER CONNECTED WITH THIS CONTRACT OR ACTIVITIES OF THE AAMA INDEMNITEES, INCLUDING, WITHOUT LIMITATION, THE CONTRIBUTORY OR CONCURRENT NEGLIGENCE OF THE AAMA INDEMNITEES. IT IS THE EXPRESSED INTENTION OF AAMA AND **THE SELECTED VENDOR** THAT THE INDEMNITY PROVIDED IN THIS SECTION IS AN INDEMNITY BY **THE SELECTED VENDOR** TO INDEMNIFY AND PROTECT THE AAMA INDEMNITEES FROM THE CONSEQUENCES OF THEIR OWN CONDUCT WHETHER OCCURRING AS THE CONTRIBUTORY OR CONCURRENT CAUSE OF AN ACT OR EVENT GIVING RISE TO AN INDEMNITY OBLIGATION HEREUNDER.

**4. Certificate of Insurance.**

- a. **THE SELECTED VENDOR** shall carry and pay premiums for the following insurance types, limits, endorsements, and requirements:
- i. **Commercial General Liability:** \$2,000,000.00 combined single limit, bodily injury, personal injury and property damage, per occurrence
  - ii. **Personal and Advertising Injury:** \$1,000,000 per occurrence
  - iii. **Employers Liability:** \$1,000,000.00 each accident/policy/employee
  - iv. **Automobile Liability:** \$2,000,000.00 combined covering all owned, non-owned, leased and hired vehicles.
  - v. **Workers Compensation:** Texas Statutory Benefits
  - vi. **General Aggregate:** \$2,000,000.00 aggregate per location
  - vii. **Products and Completed Operations Liability:** \$1,000,000.00 aggregate
  - viii. **Fire Legal Liability:** \$100,000.00 per fire
- b. **Umbrella Liability:** \$1,000,000.00 per occurrence and in the aggregate providing excess coverage over Employers Liability, Commercial General Liability and Automobile Liability. AAMA and each of the foregoing, its affiliated entities, directors, officers, members, managers, agents, representatives, students, guests and employees shall be named as additional insureds in all of the policies listed above, except Workers' Compensation. A Waiver of Subrogation endorsement in favor of AAMA shall



be issued on all policies. Each policy required shall contain an endorsement that it will be primary over any collectible insurance insuring AAMA.

- i. The Certificate of Insurance shall state that the applicable policies have been endorsed as required herein.
- ii. All required insurance will be placed with carriers licensed to do business in Texas and have a rating in the most current edition of A.M. Best's Property Casualty Key Rating Guide that is reasonably acceptable to AAMA.
- iii. AAMA shall be provided thirty (30) days written notice of cancellation or non-renewal.
- iv. The Certificate of Insurance shall be sent directly to AAMA by either the insurance broker or insurance companies. Receipt of the Certificate of Insurance from **THE SELECTED VENDOR** is not acceptable.

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## **AAMA Security RFP**

### **Attachment A: Vendor Background and Approach**

*For further information, please contact:*

**Carlos Anguiano**  
[canguiano@aama.org](mailto:canguiano@aama.org)  
713-92-2316 (phone)  
713-926-8035 (fax)

#### **Delivery method:**

Mailing Address:

To: **Carlos Anguiano**

Attention: **Carlos Anguiano**

Mailing Address: **6001 Gulf Freeway, Building E.  
Houston, TX 77023**

**Due Date:** Emailed and postmarked by July 13th (both must be completed)

#### **Please Note:**

- Please use the electronic copy of this RFP so you can enter your responses.
- Answer all questions or state "N/A" if not applicable.
- Please number and respond in **blue font** to help us distinguish answers.
- Number all pages and attachments.
- Please Mail One Copy AND e-mail a soft copy to [canguiano@aama.org](mailto:canguiano@aama.org)

## 1. **Vendors General Information**

### **General Firm Information**

- i. Type of Firm (corporation, partnership, sole proprietorship, joint venture)
- ii. Year Firm Established. Number of years has your firm been in business under its present business name
- iii. Other Firm Names. Indicate all other names by which your organization has been known and the length of time known by each name.
- iv. Parent Company. If applicable, state name, address, former name if applicable, tax identification number

### **Experience of Firm**

- i. Years in Business.
- ii. Full-Time Personnel. Indicate the number of full-time personnel employed by your firm
- iii. List any special accreditations. Is your firm accredited by any organization? Is your firm pre-qualified for work through the U.S. Department of Energy or U.S. Department of Education? Describe the relevance or importance of any accreditations or pre-qualifications about this project.

### **Project History.**

- i. Briefly describe any Security Contracts that your company has managed within the last 2 years. If Applicable, list examples of jobs you have done with nonprofits or schools in similar size.

### **References.**

- i. Names and contact information of owner(s)' representatives who can serve as references. (At least 3)

### **Personnel Information**

- i. Qualifications and Experience. Describe the number of staff and types of training they currently receive. As well as:
  - a. How are your staff disciplined?
  - b. What is your staff turnover rate?

## Scope of Services

- i. Types of Services. Summarize the scope of services from your company.
- ii. Expertise in Systems. Describe your expertise in the field of security and how that will be beneficial for AAMA.
- iii. Provision of Insurance. Generally, describe your capability to secure insurance policies.

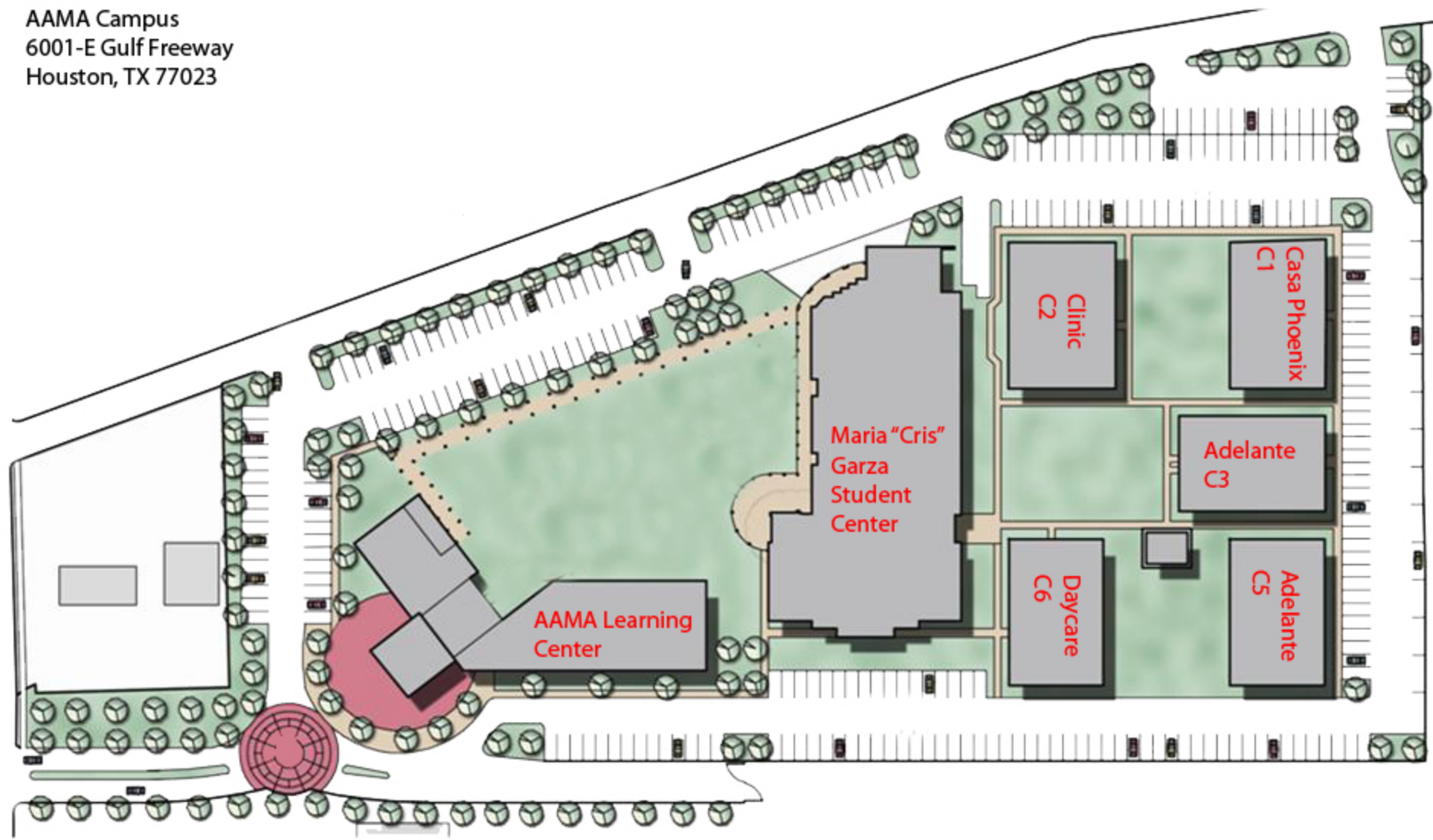
## Financial Soundness

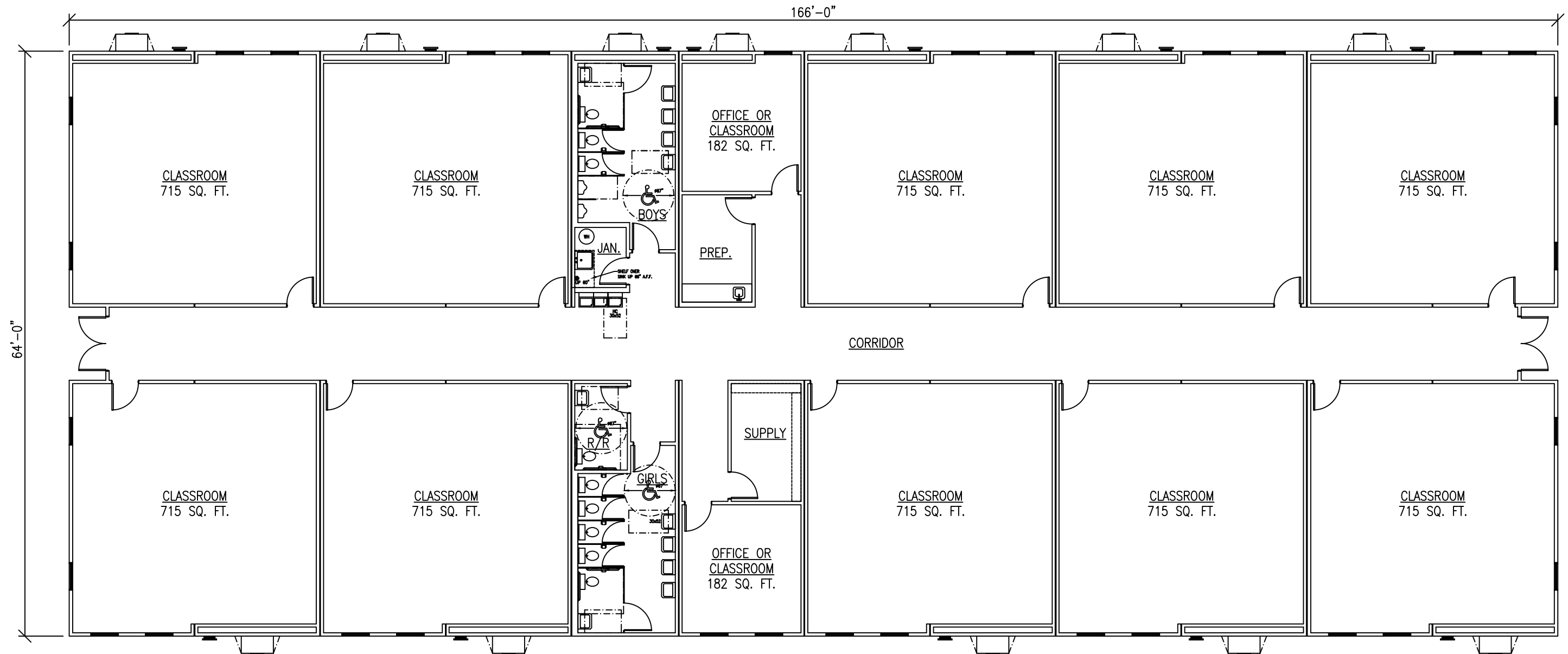
- i. Financial Statement. Attach your firm's most recent financial statement or annual report for each of the last three years.

## 2. Approach

- i. Please describe your approach to meeting our security needs. As well as:
  - a. How often will you train your staff?
  - b. How will you measure success?
  - c. What obstacles do you foresee?

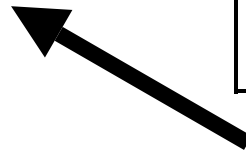
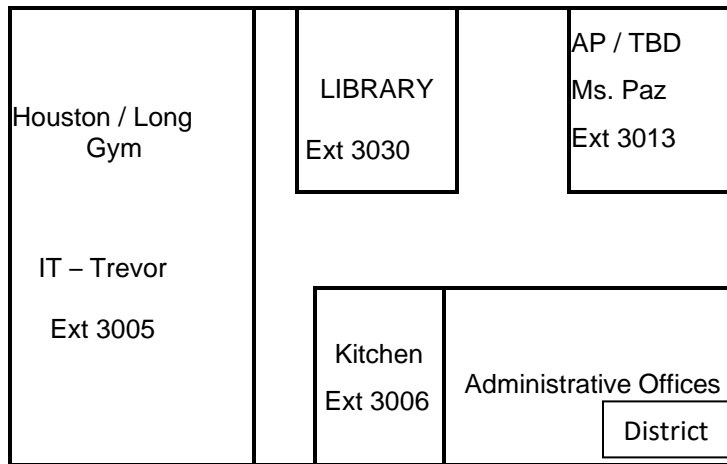
AAMA Campus  
6001-E Gulf Freeway  
Houston, TX 77023



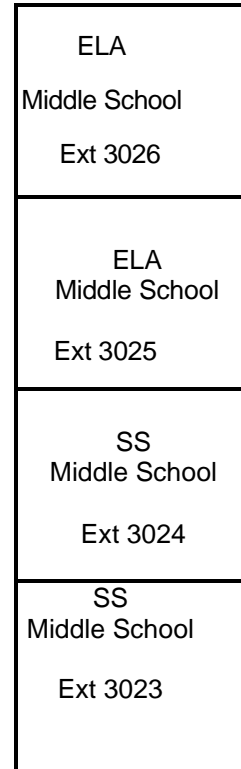


# Sanchez North Campus Map

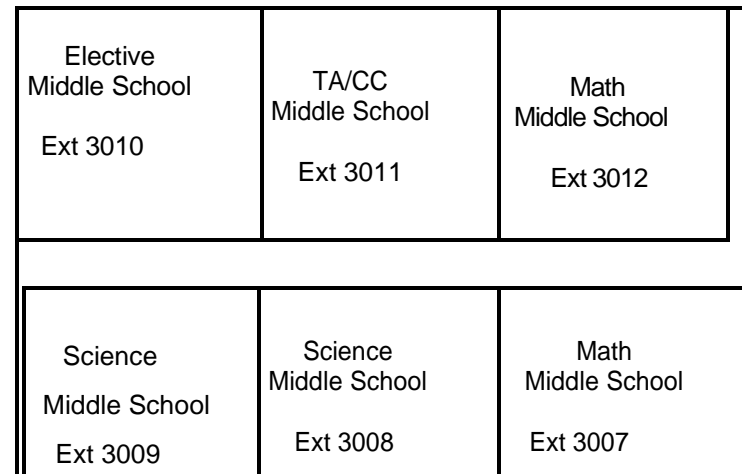
**Building "G" 1st Floor**



**Building "B"**



**Building "G" 2nd Floor**



**Office Extensions:**

Ms. A -3002  
 MS. DAVIS – 3027  
 MS. MOORE – 1301  
 MS. CANALES – 3003  
 MS. AMBAR – 3004  
 MS. ONEAL – 3029  
 MS. NICOLE - 3028  
 MS. PAZ - 3013  
 MS. BRIANNA – 3018  
 MS. NORMA – 3001  
 SPED/TESTING OFFICE - 3024



# 2021 - 2022

Science TBD Ext 3021	Miguel
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Kyle	Solares
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Walker	CTE TBD
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Stevens	Robertson
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Woodley	Valle
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Sindelar	Chandler
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SPED	OFFICE
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SPED	ESL
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Multipurpose Subulade
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## MODULAR BUILDINGS

- Sindelar AV
- Walker BMF
- Stevens HS
- Robertson 9<sup>th</sup> /10<sup>th</sup>
- Miguel 11<sup>th</sup> /12<sup>th</sup>
- Law 8<sup>th</sup>
- Kassa 6<sup>th</sup> /7<sup>th</sup>
- Thigpen 6<sup>th</sup> /7<sup>th</sup>

- Woodley 9<sup>th</sup> /10<sup>th</sup>
- TBA 11<sup>th</sup> /12<sup>th</sup>
- Valle 11<sup>th</sup> / 12<sup>th</sup>
- Solares 8<sup>th</sup> (Art)
- Henry 6<sup>th</sup> / 7<sup>th</sup>
- Brown 9<sup>th</sup> / 10<sup>th</sup>
- McWhirter 6<sup>th</sup> /7<sup>th</sup>
- Nelson 8<sup>th</sup>
- TBA 9<sup>th</sup> /10<sup>th</sup>
- TBA 11<sup>th</sup> /12<sup>th</sup>

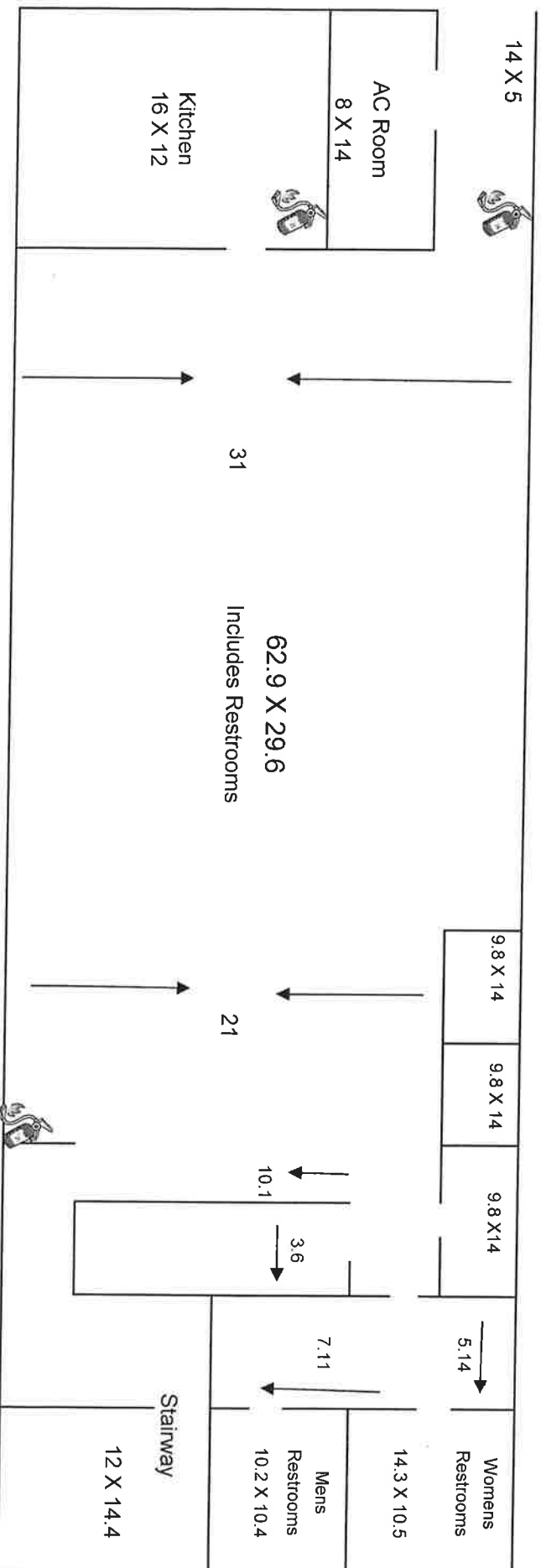
1st Floor  $\approx 3,003 \text{ ft}^2$



CLIFTON STREET

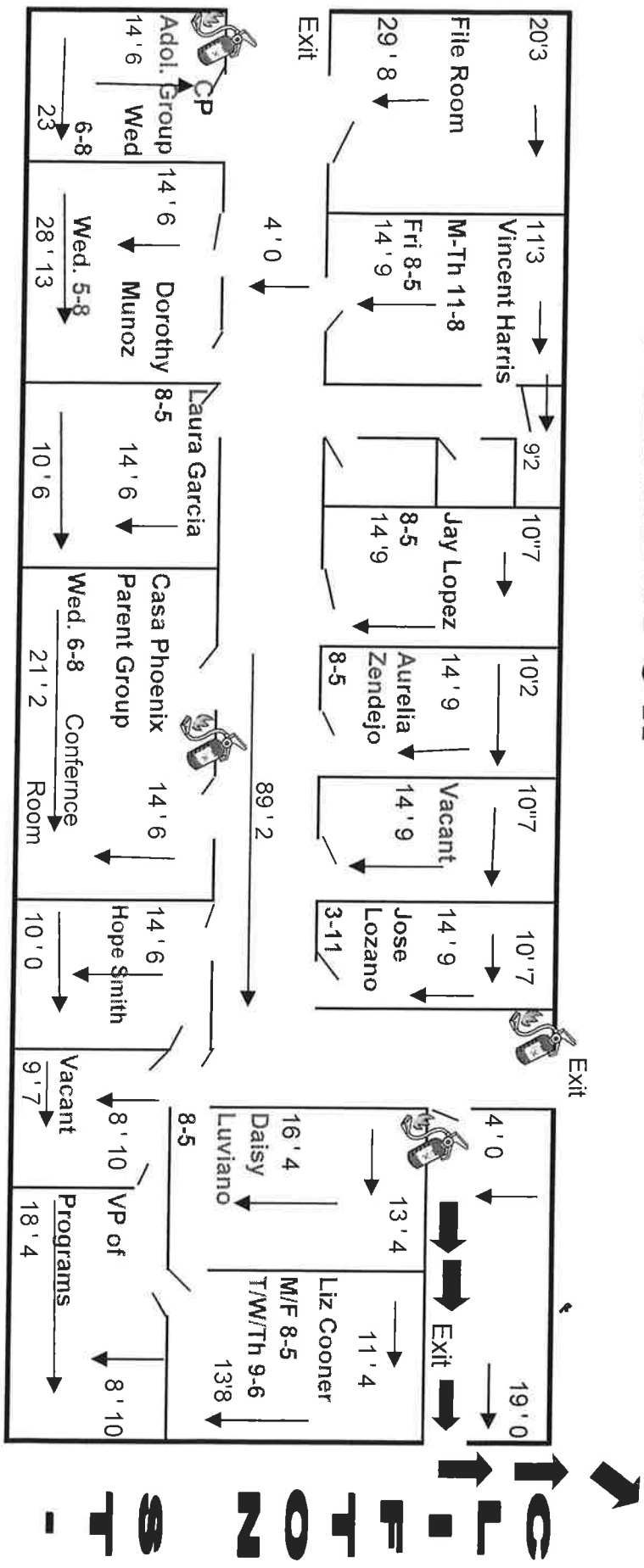
# TRAINING AREA

2nd Floor  $\approx$  3,003 ft<sup>2</sup>



# EMERGENCY EXIT PLAN

## SHERMAN ST.



\*Admin Building is 6,000 ft<sup>2</sup>