



Purchasing Division

**Statement of Qualifications**  
**SOQ-4118-15-NJ**

**MESA COUNTY FAIRGROUNDS  
PRIVATE SECURITY SERVICES**

**Responses Due:**

October 27, 2015 prior to 3:30 PM MDT

**Accepting Electronic Responses Only**

**Responses Only Submitted Through the Rocky Mountain E-Purchasing System**

**<https://www.rockymountainbidsystem.com/default.asp>**

**Purchasing Representative:**

Nicholas C Jones, Buyer

**[Nickj@gjcity.org](mailto:Nickj@gjcity.org)**

970-244-1533

This solicitation has been developed specifically intended to solicit competitive responses for the **Mesa County Fairgrounds Private Security Services**, and may not be the same as previous City of Grand Junction solicitations. All offerors are urged to thoroughly review this solicitation prior to submitting. Submittal by **FAX or HARD COPY IS NOT ACCEPTABLE** for this solicitation.

## STATEMENT OF QUALIFICATIONS

### **SECTION 1.0: ADMINISTRATIVE INFORMATION & CONDITIONS FOR SUBMITTAL**

- 1.1 **Issuing Office:** This Statement of Qualifications (SOQ) is issued by the City of Grand Junction (City) on behalf of the Mesa County Fairgrounds.
- 1.2 **Purpose:** Mesa County desires to develop a list of pre-qualified vendors for special event security services at the Mesa County Fairgrounds. The Fairgrounds Event Holders Guide requires event holders/promoters to reserve and contract security services for their own event; they will be allowed to choose from the afore-mentioned list of pre-qualified vendors.
- 1.3 **The Owner:** The Owner is Mesa County, Colorado and is referred to throughout this Solicitation. The term Owner means the Owner or his authorized representative.
- 1.4 **Confidential Material:** All materials submitted in response to this RFP shall ultimately become public record and shall be subject to inspection after contract award. **“Proprietary or Confidential Information”** is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words **“Confidential Disclosure”** and uploaded as a separate document shall establish a confidential, proprietary relationship. Any material to be treated as confidential or proprietary in nature must include a justification for the request. The request shall be reviewed and either approved or denied by the Purchasing Supervisor. If denied, the proposer shall have the opportunity to withdraw its entire proposal, or to remove the confidential or proprietary restrictions. Neither cost nor pricing information nor the total proposal shall be considered confidential or proprietary.
- 1.5 **Open Records:** Submittals shall be received and publicly acknowledged at the location, date, and time stated herein. Offerors, their representatives and interested persons may be present. Responses shall be received and acknowledged only so as to avoid disclosure of process. However, all responses shall be open for public inspection after the contract is awarded. Trade secrets and confidential information contained in the submittal so identified as such shall be treated as confidential by the City to the extent allowable in the Open Records Act.
- 1.6 **Submission:** Please refer to section 5.0 for what is to be included. **Each proposal shall be submitted in electronic format only, and only through the Rocky Mountain E-Purchasing website (<https://www.rockymountainbidssystem.com/default.asp>).** **This site offers both “free” and “paying” registration options that allow for full access of the Owner’s documents and for electronic submission of proposals. (Note: “free” registration may take up to 24 hours to process. Please Plan accordingly.)** Please view our **“Electronic Vendor Registration Guide”** at <http://www.gjcity.org/BidOpenings.aspx> for details. For proper comparison and evaluation, the City requests that proposals be formatted as directed in Section 5.0 “Preparation and Submittal of Proposals.” Submittals received that fail to follow this format may be ruled non-responsive.

- 1.7 **Addenda:** All Questions shall be submitted in writing to the appropriate person as shown on the cover of this document. Any interpretations, corrections and changes to this RFP or extensions to the opening/receipt date shall be made by a written Addendum to the RFP by the City Purchasing Division. Sole authority to authorize addenda shall be vested in the City of Grand Junction Purchasing Representative. Addenda will be issued electronically through the Rocky Mountain E-Purchasing website at [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com). Offerors shall acknowledge receipt of all addenda in their proposal.
- 1.8 **Late Responses:** Responses received after the time and date specified, whether delivered or mailed, will not be considered and will be returned to the respondent unopened. It is the sole responsibility of each respondent to ensure that their submittals arrive at the City Clerk's Office prior to the time and date specified.
- 1.9 **Rejection of Submittals:** The Owner reserves the right to accept or reject any or all submittals received in response to this solicitation. The Owner further reserves the right to waive any informalities and/or minor irregularities in submittals received, if deemed to be in the best interest of the Owner.
- 1.10 **Submittal Ownership:** All materials submitted with regard to this solicitation become the property of the Owner and will only be returned at the Owner's option.
- 1.11 **Expenses:** Expenses incurred by prospective respondents in preparation, submission, and presentation of this SOQ are the responsibility of the respondents and cannot be charged to the Owner.
- 1.12 **Assignment:** The selected firm shall not sell, assign, transfer or convey any contract resulting from this SOQ in whole or in part without prior written approval from the Owner. Any claims for payment due to the provider from the Owner under this contract may not be assigned to a bank, trust company, or other financial institution or bankruptcy trustee without the prior written approval by the Owner.
- 1.13 **Indemnification:** The selected firm shall defend, indemnify and save harmless the City of Grand Junction and/or Mesa County, State of Colorado, and all their respective officers, employees, insurers, and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the selected firm or of any of the firm's agent, employee, sub-consultant or supplier in the execution of, or performance under, any contract which may result from Qualification award. The selected firm shall pay any judgment with cost which may be obtained against the Owner growing out of such injury or damages.
- 1.14 **Interviews:** The Owner reserves the right to determine if interviews are deemed necessary for this project.
- 1.15 **Public Opening:** Proposals shall be opened in the City Hall Break Room, 250 North 5<sup>th</sup> Street, Grand Junction, CO, 81501, immediately following the proposal deadline. Offerors, their representatives and interested persons may be present. Only the names and locations on the proposing firms will be disclosed.

## SECTION 2.0: INSURANCE REQUIREMENTS

**Insurance Requirements:** The selected Contractor agrees to procure and maintain, at its own cost, policy(s) of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by the Contractor pursuant to this Section. Such insurance shall be in addition to any other insurance requirements imposed by this Contract or by law. The Contractor shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this Section by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types. Contractor shall procure and maintain and, if applicable, shall cause any Subcontractor of the Contractor to procure and maintain insurance coverage listed below. Such coverage shall be procured and maintained with forms and insurers acceptable to the Owner. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Minimum coverage limits shall be as indicated below unless specified otherwise:

(a) Worker Compensation: Contractor shall comply with all State of Colorado Regulations concerning Workers' Compensation insurance coverage.

(b) General Liability insurance with minimum limits of:

ONE MILLION DOLLARS (\$1,000,000) each occurrence and  
ONE MILLION DOLLARS (\$1,000,000) per job aggregate.

The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall include coverage for explosion, collapse, and underground hazards. The policy shall contain a severability of interests provision.

(c) Comprehensive Automobile Liability insurance with minimum limits for bodily injury and property damage of not less than:

ONE MILLION DOLLARS (\$1,000,000) each occurrence and  
ONE MILLION DOLLARS (\$1,000,000) aggregate

(d) Professional Liability & Errors and Omissions Insurance policy with a minimum of:

ONE MILLION DOLLARS (\$1,000,000) per claim

This policy shall provide coverage to protect the contractor against liability incurred as a result of the professional services performed as a result of responding to this Solicitation.

With respect to each of Contractors owned, hired, or non-owned vehicles assigned to be used in performance of the Work. The policy shall contain a severability of interests provision. The policies required by paragraph (b) above shall be endorsed to include the Owner, and the Owner's officers and employees as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the Owner, its officers, or its employees, or carried by or provided through any insurance pool of the Owner, shall be excess and not contributory insurance to that provided by Bidder. No additional insured endorsement to any required policy shall contain any exclusion for bodily injury or property damage arising from completed operations. The Bidder shall be solely responsible for any deductible losses under any policy required above.

## SECTION 3.0: SCOPE OF SERVICES

- 3.1 Summary:** This Statement of Qualifications will be for the purpose of developing a list of pre-qualified security vendors that Fairgrounds' event holders can use. Companies deemed to be qualified based on the specific criteria in this SOQ will be included on a list of pre-qualified security providers for use by Fairgrounds' event holders/promoters. Per the Fairgrounds Event Holder's Guide, the Fairgrounds will determine which events require professional security services, a minimum number of officers, and will assist in general task assignment of officers. It will be the event holder's responsibility to reserve and hire a pre-qualified company for the event. The event holder, not the Fairgrounds, will be responsible for payment of services.
- 3.2 Communication:** Pre-qualified firms will be expected to communicate plans, issues, and concerns with both the event holder/promoter AND the Fairgrounds Management to ensure protection of the public during events and continuously uphold the policies of the Mesa County Fairgrounds.
- 3.3 Event Holders Guide:** A Copy of the Event Holder's Guide that is referenced in this document can be found at the following link:  
[http://www.mesacounty.us/fairgrounds/template.aspx?id=16657&ekfxmenseled21086ec\\_1120\\_1134](http://www.mesacounty.us/fairgrounds/template.aspx?id=16657&ekfxmenseled21086ec_1120_1134)
- 3.4 Qualified Vendor Selection Process:** When a facility is rented for an event requiring security at the Fairgrounds, the following steps shall occur:
- 3.4.1** Fairgrounds staff will inform the event holder of the security requirements meeting the Event Holder's Guide policy.
  - 3.4.2** Fairgrounds staff will provide the event holder the list of pre-qualified security providers.
  - 3.4.3** Event holder will contact the pre-qualified security provider of their choice.
  - 3.4.4** Event holder is responsible for reserving, contracting with, and paying the security provider.
  - 3.4.5** Security Company will provide the event holder AND Fairgrounds a verification letter of the engagement in advance of the event.
- 3.5 Security Organization Eligibility Requirements:**
- 3.5.1** Be experienced in special event security-related activities, including crowd management and safety, and property protection principles.
  - 3.5.2** Be able to provide at least 12 officers for any major event held in Grandstands or in the Fairgrounds Complex: (For example: six officers for general security, four officers for alcohol enforcement and two officers for parking lot patrol duty, although each show may have specific requirements).
  - 3.5.3** Meet all requirements, including reporting requirements, for each event as defined by the County.
  - 3.5.4** Provide names and copies of a valid Colorado Driver's Licenses for each officer used at the Fairgrounds at least one week before each event (if requested). (Mesa County reserves the right to have the Mesa County Sheriff's Office complete background checks on any and all of the selected Contractor's personnel assigned to the Fairgrounds.)

- 3.5.5** Provide resumes, qualifications and references for all supervisory personnel to be utilized at the Fairgrounds.
- 3.5.6** Supply one supervisor for each major event. The supervisor could hold one of the other positions mentioned herein.
- 3.5.7** Be familiar with County and Fairgrounds Policies as well as Federal, State and Local laws, rules, regulations and resolutions. Ensure all supervisors assigned are trained in County and Fairgrounds' policies. (Reference the [Event Holder's Guide](#).)
- 3.5.8** Be familiar with Fairgrounds' facilities, grounds, and general facility layout.
- 3.5.9** Attend any pre-event meetings as requested by the event holder/promoter OR Fairgrounds staff.
- 3.5.10** Be responsive to last-minute service requests and/or changes presented by the event holder/promoter AND/OR Fairgrounds staff.
- 3.5.11** Provide all reports as requested or required (i.e. documentation of incidents, etc.) to the event holder/promoter AND the Fairgrounds management in a timely manner.
- 3.5.12** Have proper communications; each officer must be able to communicate with the supervisor by radio, cell phone, or similar means using communication equipment provided by the Contractor.
- 3.5.13** Have appropriate company uniforms including the following:
  - Uniform shirt, neat and clean trousers, and appropriate shoes.
  - Bring any required outerwear.
  - Security logo on patch or badge.
  - Identifiable name tag.
  - Be neat, clean, well-groomed, and presentable to the general public.

### **3.6 Officer Eligibility Requirements:**

- 3.6.1** Arrive at the appointed time or have dispatch notify the Fairgrounds staff with an ETA. Check-in at the Fairgrounds office for all major events.
- 3.6.2** Be customer service oriented and be able to handle minor disturbance type problems at the Fairgrounds in accordance with standards acceptable to the security industry.
- 3.6.3** Be ready to serve and maintain a high level of alertness while on duty.
- 3.6.4** Utilize on-duty law enforcement (Mesa County Sheriff officers) for problems that are not minor or require such.
- 3.6.5** Willing to confront violators of County and Fairgrounds Policies as well as Federal, State and Local laws, rules, regulations, and resolutions.
- 3.6.6** Be under the direction of the event holder/promoter but also be responsive to Fairgrounds management or designated staff.
- 3.6.7** Be responsive to all requests and special requirements that are unique to the individual event and ask questions to clarify any assignments with event holder/promoter or Fairgrounds staff and supervisor.
- 3.6.8** Know the chain of command procedures.
- 3.6.9** Must be willing to work extended hours if necessary.
- 3.6.10** Be available for other duties as determined by the situation and with assisting with traffic exiting in the T-intersection in the main parking lot if asked.
- 3.6.11** Must remain on duty for the period assigned, including any extended time after an event is over as required by the County.

- 3.7 Quantity:** The Fairgrounds hosts approximately 15-30 events annually that require between 1-12 officers. There is no guarantee of quantity of work.
- 3.8 Post Award Mandatory Site Visit:** Each contractor that is deemed “Qualified” will be required to attend a Mandatory site visit walk through at the Mesa County Fairgrounds prior to being placed on the Pre-qualified Security Providers List. Dates and times for this walk through shall be scheduled once the “Qualified” contractors have been identified.
- 3.9 Currently Qualified Contractors:** Contractors who are currently listed on the “Pre-qualified Security Providers List” shall be exempt from, or do not have to provide, the following during the Statement of Qualifications Process:
- 3.9.1** Post Award Mandatory Site Visit
  - 3.9.2** A copy of your firm’s Policies and Procedures and/or Quality Assurance Policies. (Unless amendments, additions, or any modifications have been made since last submitted.)
  - 3.9.3** References
- 3.10 Contract:** This Statement of Qualifications will NOT result in any contract with the Owner. A contract shall be formed between the event holder and the selected vendor prior to any individual event. Qualified firms shall be placed on a Pre-Qualified Security Providers List until December 31, 2016.
- 3.11 Pricing:** No pricing shall be submitted or negotiated at this time. This will be done between the event holders and the selected vendors during the individual event planning.
- 3.12 Tentative Project Schedule:**
- Statement of Qualifications Available October 9, 2015
  - Inquiry Deadline, no questions after this date October 22, 2015 at 12:00 PM
  - Addenda Issued by October 23, 2015
  - Response Deadline Prior to October 27, 2015 at 3:30 PM
  - Owner Approvals October 28-November 6, 2015
  - Post Award Site Visit Mid-Late November, 2015
- 3.13 Questions Regarding Scope of Services:** Any questions regarding this SOQ or scope of services shall be submitted in writing the representative below:

Nicholas C Jones, Buyer  
[Nickj@gjcity.org](mailto:Nickj@gjcity.org)

## SECTION 4.0: PREPARATION AND SUBMITTAL OF PROPOSALS

**Submission:** Each proposal shall be submitted in electronic format only, and only through the Rocky Mountain E-Purchasing website (<https://www.rockymountainbidsystem.com/default.asp>). This site offers both “free” and “paying” registration options that allow for full access of the Owner’s documents and for electronic submission of proposals. (Note: “free” registration may take up to 24 hours to process. Please Plan accordingly.) Please view our “**Electronic Vendor Registration Guide**” at <http://www.gjcity.org/BidOpenings.aspx> for details. For proper comparison and evaluation, the City requests that proposals be formatted as directed in this Section, “Preparation and Submittal of Proposals.” Offerors are required to indicate their interest in this Project, show their specific experience and address their capability to perform the Scope of Services in the Time Schedule as set forth herein. For proper comparison and evaluation, the Owner requires that proposals be formatted **A** to **G**. Submittals must contain all of the following information to satisfy the requirements of this SOQ.

- A. Solicitation Response Form:** A signed Solicitation Response Form (Section 6.0).
- B. Cover Letter:** Cover letter shall be provided which explains the vendor’s interest in the project. The letter shall contain the name/address/phone/email address number of the person who will serve as the firm’s principal contact person with Owner’s Contract Administrator and/or Event Holders. The statement shall bear the signature of the person having proper authority to make formal commitments on behalf of the vendor.
- C. Company Description:** Please include a summary describing the collective experience of members of your firm, the number of employees employed by your firm that would be available to perform the services referenced in the scope of services (section 3.0), and a copy of your firm’s Policies and Procedures and/or Quality Assurance Policies.
- D. Qualifications:** Provide names, titles and responsibilities of key personnel who will be responsible for the on-site operations and supervision. Include qualifications, experience of each, and length of time with the company. (i.e. resumes, etc.)
- E. References:** Give at least three (3) references (names and numbers) for events of similar size and scope, including references for events completed during the past two years. References are preferred from public entities.
- F. Solicitation Response Form:** Provide a completed Solicitation Response Form found in **Section 6.0** of this SOQ.
- G. Insurance:** A Certificate of Insurance that includes the Insurance required as outlined in **Section 2.0**.
- H. Additional Data (optional):** Provide any additional information that will aid in evaluation of your qualifications with respect to this project.

## SECTION 5.0: EVALUATION CRITERIA AND FACTORS

- 5.1 Evaluation:** An evaluation team shall review all responses and select the submittal or submittals that best demonstrate the capability in all aspects to perform the scope of services and possess the integrity and reliability that will ensure good faith performance.
- 5.2 Criteria:** The following parameters will be used to evaluate the submittals (in no particular order of priority):
- Responsiveness of submittal to the SOQ
  - Understanding of the project and the objectives
  - Necessary resources and manpower
  - Company policies/personnel standards (minimum requirements to be a security officer)
  - Experience
  - References
- 5.3 Award:** No award will be given as a result of this SOQ. Qualified firms will be notified and placed on a Pre-qualified Security Providers List that shall be provided to Event Holders when security services are required for their event.

**SECTION 6.0: SOLICITATION RESPONSE FORM**

**SOQ-3692-13-NJ “Mesa County Fairgrounds Private Security Services”**

*Offeror must submit entire Form completed, dated and signed.*

**Company:** \_\_\_\_\_

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*The Owner reserves the right to accept any portion of the work to be performed at its discretion*  
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The undersigned has thoroughly examined the entire Statement of Qualifications and therefore submits the proposal attached hereto.

This offer is firm and irrevocable for sixty (60) days after the time and date set for receipt of proposals.

The undersigned Offeror agrees to provide services and products in accordance with the terms and conditions contained in this Statement of Qualifications and as described in the Offeror's proposal attached hereto; as accepted by the Owner.

Prices in the proposal have not knowingly been disclosed with another provider and will not be prior to award.

- Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The individual signing this proposal certifies that he/she is a legal agent of the offeror, authorized to represent the offeror and is legally responsible for the offer with regard to supporting documentation and prices provided.
- **Date:** \_\_\_\_\_
- Direct purchases by the Owner are tax exempt from Colorado Sales or Use Tax. Tax exempt No. 98-903544. The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.
- Prompt payment discount of \_\_\_\_\_ percent of the net dollar will be offered to the Owner if the invoice is paid within \_\_\_\_\_ days after the receipt of the invoice. Payment Terms \_\_\_\_\_.

RECEIPT OF ADDENDA: the undersigned Contractor acknowledges receipt of Addenda to the Solicitation, Specifications, and other Contract Documents.

**State number of Addenda received:** \_\_\_\_\_.

It is the responsibility of the Bidder to ensure all Addenda have been received and acknowledged.

\_\_\_\_\_  
Company Name – (Typed or Printed)

\_\_\_\_\_  
Authorized Agent – (Typed or Printed)

\_\_\_\_\_  
Authorized Agent Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address of Offeror

\_\_\_\_\_  
Owner, State, and Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail Address of Agent

\_\_\_\_\_  
Cell Phone Number

**END OF SOQ**