



MINNESOTA STATE

MINNESOTA STATE COLLEGES AND UNIVERSITIES

INVER HILL COMMUNITY COLLEGE & DAKOTA COUNTY TECHNICAL COLLEGE

REQUEST FOR PROPOSAL (RFP) FOR ON-CAMPUS SECURITY SERVICES

APRIL 2021
REQUEST FOR PROPOSAL (RFP)
FOR ON-CAMPUS SECURITY SERVICES

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Notice

This Request for Proposal (RFP) does not obligate the Board of Trustees of the Minnesota State Colleges and Universities (Minnesota State) Inver Hills Community College and Dakota County Technical College to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Responding Vendors must include the required information called for in this RFP. Minnesota State reserves the right to reject a proposal if required information is not provided or is not organized as directed.

Inver Hills Community College and Dakota County Technical College also reserves the right to waive minor informalities and reserves the right to:

1. Reject any and all proposals received in response to this RFP;
2. Select a proposal for contract negotiation other than the one with the lowest cost;
3. Negotiate any aspect of the proposal with any Vendor;
4. Terminate negotiations and select the next most responsive Vendor for contract negotiations;
5. Terminate negotiations and prepare and release a new RFP;
6. Terminate negotiations and take such action as deemed appropriate.

Any decision to cancel or reject any and all proposals is in Minnesota State's sole discretion. Minnesota State also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on the [Vendors and Suppliers at Minnesota State page](#). Vendors should check the site daily for updates (e.g. amendments, responses to questions) and are expected to review information on the site carefully before submitting a final proposal. Such changes or updates above constitutes written notice to each Vendor.

Definitions

Wherever and whenever the following words or their pronouns occur in this proposal, they shall have the meaning given here:

Minnesota State: State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Inver Hills Community College and Dakota County Technical College.

School: Inver Hills Community College and Dakota County Technical College

System Office: The central system office of Minnesota State Colleges and Universities located at Wells Fargo Place, 30 7th Street East, Suite 350, St. Paul, Minnesota 55101.

Vendor: The firm selected by Inver Hills Community College and Dakota County Technical College as the successful responder(s) responsible to execute the terms of a contract.

Targeted Group Business (TGB): A business that is at least 51% owned and operated by a woman or person of color.

Minority-Owned Business Enterprise (MBE): Independent business which is at least 51% owned and operated by one or more minority group member (citizen of the United States or permanent resident who is Black, Hispanic, Asian, or American Indian).

Women-Owned Business Enterprise (WBE): Independent business which is at least 51% owned and operated by one or more women.

Please note, for TGB consideration, Minnesota State recognizes certification from at least one the following certifying agencies:

- [State of Minnesota – Department of Administration](#)
- [Central \(CERT\) Certification Program](#)
- [North Central Minority Supplier Development Council](#)
- [Women’s Business Development Center](#)

Economically Disadvantaged (ED) Business and Individuals: Independent business or persons which is at least 51% owned and operated by economically disadvantaged.

Veteran-Owned Business Enterprise (VO): Independent business which is at least 51% owned and operated by one or more veteran.

About Minnesota State and Inver Hills Community College and Dakota County Technical College

Minnesota State Colleges and Universities is the third-largest system of state colleges and universities in the United States. It comprises 37 state colleges and universities with 54 campuses located in 47 Minnesota communities. Minnesota State serves approximately 350,000+ plus students each year. Minnesota State employs more than 15,900+ dedicated faculty and staff focused on student success. Minnesota State is an independent state entity that is governed by a 15-member Board of Trustees. For more information about the colleges and universities of Minnesota State, please view its website at www.minnstate.edu.

Inver Hills Community College, founded in 1970 is a fully accredited community college located in Inver Grove Heights, MN 10 minutes from St. Paul off U.S. Route 52.

Dakota County Technical College is located in Rosemount, Minnesota. Founded in 1970, the college is part of the Minnesota State Colleges and Universities System. The address is 1300-145th Street East Rosemount, MN 55068.

Authority

This RFP is undertaken by Inver Hills Community College and Dakota County Technical College pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws. Inver Hills Community College and Dakota County Technical College] will select the Vendor(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in its sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost-effective manner. Inver Hills Community College and Dakota County Technical College reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary to serve the best interests of Inver Hills Community College and Dakota County Technical College. This RFP does not obligate Inver Hills Community College and Dakota County Technical College to award a contract or complete the proposed project and it reserves the right to cancel this RFP if it is considered to be in its best interest.

Project Overview

Inver Hills Community College and Dakota County Technical College are requesting proposals to provide on campus security services for both Inver Hills Community College and Dakota County Technical College campuses. We see proposals for services that provide a safe and secure environment for students, staff, faculty and campus visitors. This RFP is undertaken by the Colleges pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws.

Technical/Functional Requirements

Consideration of proposals will only be made if respondent(s) Additionally, the contract shall not be subcontracted or assigned without prior written permission of the college. The college shall select the vendor(s) whose proposal(s) and oral presentations(s) if requested, demonstrate in the college's sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost-effective manner. The proposals must include the annual cost of all salary, associated shift differential and/or overtime, all payroll related taxes, all related benefits and fringe costs.

The vendor must demonstrate their capability to meet the following conditions of operation:

Campus security services at both Inver Hills Community College and Dakota County Technical College.

Must be a local Minnesota business for logistical and operation needs and have the ability to provide necessary staffing on both regular, on call and backfill basis.

Provide three (3) full time 12-month positions at each Inver Hills Community College and Dakota County Technical College.

Working hours: Monday through Friday 7:00 am to 11:00 pm Saturday 7:00 am to 4:00 pm. Federal Holidays no coverage is needed.

Be a part of total team effort to provide positive role models to students and prevent undesirable behavior patterns from developing. Endeavor to build and maintain rapport between college students, college and act as a resource person.

Assist and advise in security matters regarding college buildings and properties.

Perform scheduled and unscheduled security patrols throughout campus buildings and college grounds with a minimum of three patrols of each building and parking lot per shift. Inver Hills Community College and Dakota County Technical College will provide on campus vehicle for parking lot patrol. Employees must be able to pass a vehicle authorized used clearance to drive campus vehicles.

File reports of criminal activity and suspicious activity, which occurs on campus grounds.

View security camera footage and inspect cameras daily. Report maintenance related issues with cameras to Director of Safety & Security and/or Building Maintenance Foreman.

Assist and advise the college staff on emergency planning and preparedness – may include assisting with evacuation during actual emergencies

Turn in weekly reports of activity to Director of Safety & Security. File and maintain records of all activities and incidents on college campus.

RFP Information Contact

Inver Hills Community College and Dakota County Technical College 's authorized representative for purposes of responding to inquiries about the RFP is:

Name: Erica Kantola
Title: Facilities & Operations Coordinator
Address: 2500 80th Street East, Inver Grove Heights, MN 55076
Telephone: 651-450-3394
E-mail address: ekantola@inverhills.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Inver Hills Community College and Dakota County Technical College shall not be bound by and vendors may not rely on information regarding RFP requirements obtained from non-authorized persons. Questions must include the name of the questioner and his/her telephone number, fax number and/or e-mail address. Anonymous inquiries will not be answered.

Duration of Offer

All proposal responses must indicate they are valid for a minimum of [one hundred eighty (180) calendar days] from the date of the proposal opening unless extended by mutual written agreement between Inver Hills Community College and Dakota County Technical College and the Vendor.

Prices and terms of the proposal as stated must be valid for the length of the resulting contract.

Minnesota State's RFP Terms and Conditions

This RFP includes and incorporates Minnesota State's RFP Terms and Conditions. Vendors should be aware of Minnesota State's RFP terms and conditions in preparing responses to this RFP. Much of the language reflected in any resulting contract with Minnesota State is required by statute. If you take exception to any of the language in the terms and conditions, you must indicate those exceptions in your response to the RFP; certain exceptions may result in your proposal being disqualified from further review and evaluation. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation.

Authorized Signature

The proposal must be completed and signed in the firm's name or corporate name of the Vendor and must be fully signed by an authorized representative of the Vendor. Proof of authority of the person signing must accompany the response.

Pre-award Vendors Conference

Inver Hills Community College and Dakota County Technical College will hold a pre-award Vendors conference on Monday, May 3rd from 10:00 am to 11:00 am through Zoom. Please contact Erica Kantola by email at ekantola@inverhills.edu if you would like to be included in this meeting. It is recommended all potential or interested respondents attend the conference.

Selection and Implementation Timeline

| Key Dates | Timeline |
|-------------------------------------|---|
| Monday, April 19th, 2021 | Publishes RFP notice in State Register |
| Monday, May 3rd, 2021 | Conduct pre-award vendor conference |
| Friday, May 7 th 2021 | Deadline for Vendors to submit clarifying questions |
| Tuesday, May 11 th 2021 | Deadline to publish responses to RFP |
| Monday, May 24 th 2021 | Deadline for RFP proposal submissions |
| Thursday, May 27 th 2021 | Bid Opening/Review RFP(s)/ Scoring |
| Friday, May 28 th 2021 | Vendor selected and notified |

| Key Dates | Timeline |
|------------------------------------|-------------------------|
| Friday, June 25 th 2021 | Contract fully executed |

Inver Hills Community College and Dakota County Technical College reserves the right to not award a contract. The dates noted above are estimates, but are reasonable for the purposes of presenting deadlines.

Contract Term

Inver Hills Community College and Dakota County Technical College desires to enter into a contract with the successful Vendor(s) effective June 25th, 2021 or on the date the last recognized signature is obtained, whichever occurs later. The length of such contract(s) will be one (1) year with the option to renew up to five (5) years. If Inver Hills Community College and Dakota County Technical College and Vendor are unable to negotiate and sign a contract by June 25th, 2021 then Inver Hills Community College and Dakota County Technical College reserves the right to seek an alternative Vendor(s).

Proposal Deadline

Submitted proposals must be received at the following address not later than 3:00 pm Monday May 24th, 2021.

Institution: Inver Hills Community College and Dakota County Technical College

Name: Erica Kantola

Title: Facilities & Operations Coordinator

Mailing Address: Inver Hills Community College
2500 80th Street East
Inver Grove Heights, MN 55076

ATTN: On-Campus Security Services RFP Submission

Format of Proposals and Submission

The Vendor shall submit [2] printed copies of its RFP response and one copy on digital media with the RFP response in Microsoft Word format. Proposals are to be sealed in mailing envelopes or packages with the Vendor's name and address clearly written on the outside. One copy of the proposal must be unbound and signed in blue or black ink by an authorized representative of the vendor. Proof of authority of the person signing must accompany the response.

Proposals received after the Proposal Deadline date and time will not be considered. Fax and e-mail responses will not be considered. Proposals made in pencil will be rejected. Alterations in cost figures used to determine the lowest priced proposal will be rejected unless initialed in ink

by the person responsible for or authorized to make decisions as to price quoted. The use of “white out” is considered an alteration.

Proposal Content

Vendors must submit the following information in the proposal:

1. **Adherence to Minnesota State Terms and Conditions:** A statement of the objectives, goals, and tasks to show or demonstrate the vendor's view and understanding of the nature of the contract.
2. **Work Plan:** A description of the deliverables to be provided by the vendor along with a detailed work plan that identifies the major tasks to be accomplished and be used as a scheduling and managing tool, as well as the basis for invoicing.
3. **Qualifications of Vendor and its Personnel:** An outline of the vendor's background and experience with examples of similar work done by the vendor and a list of personnel who will conduct the project, detailing their training, and work experience. Resumes or other information about project personnel should not, if possible, contain personal telephone numbers, home addresses or home email addresses. If it is necessary to include personal contact information, please clearly indicate in the proposal that personal contact information is being provided. Detail vendors plan to staff and backfill when necessary, qualified and or certified staff. Must be able to provide back ground checks of intended staff to the Director of Safety.
4. **Cost/Value:** Identify the level of Inver Hills Community College and Dakota County Technical College’s participation in the contract, as well as any other services to be provided by Inver Hills Community College and Dakota County Technical College, and details of cost allowances for this participation. Vendors must supply an hourly rate of service per employee per day and per week and must supply overtime rates of service.

Terms of Payment

Payment shall be made by Inver Hills Community College and Dakota County Technical College promptly after Vendor’s presentation of invoices for services performed and acceptance of such services by Inver Hills Community College and Dakota County Technical College’s authorized representative. All services provided by the Vendor pursuant to the resulting contract shall be performed to the satisfaction of Inver Hills Community College and Dakota County Technical College, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The Vendor shall not receive payment for work found by Inver Hills Community College and Dakota County Technical College to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation.

Required Documents and Forms

1. Affidavit of Non-Collusion. Each Vendor must complete the [Affidavit of Non-Collusion](#) and attach it with the response.
2. Conflicts of Interest. Vendor must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.
3. Minnesota Department of Human Rights Workforce – [Affirmative Action Certification](#) (if proposal exceeds \$100,000, including extension options).
4. Minnesota Department of Human Rights [Equal Pay Certificate Form](#) (if proposal exceeds \$500,000, including extension options)
5. [Veterans Preference Form](#) (if applicable).
6. [Targeted Business Inclusion Form](#): Respondent must provide certification(s) that at least 51% of the business is owned and operated by a woman or minority.
7. Bid Response Cover Page

Selection Process

The selection process includes VP of Finance and Operations, Director of Facilities & Operations, Director of Safety, and additional members of the Operations Department as determined by the college Administration. This group will evaluate the proposals and make the final decision.

RFP Evaluation Factors

The following factors and their identified weight will be used by Inver Hills Community College and Dakota County Technical College to evaluate the responses:

| No. | Evaluation Factors | Weight |
|-----|--|--------|
| 1. | Adherence to Minnesota State Terms and Conditions | 5% |
| 2. | Work Plan | 25% |
| 3. | Price [OR Price in relation to level of service to be provided] | 30% |
| 4. | Qualifications of Vendor and its personnel (experience of personnel who are committed to work on the contract will be given greater weight than that of the company) | 10% |
| 5. | Completeness, thoroughness and detail of response as reflected by the proposal’s discussion and coverage of all elements of work listed above | 20% |

| No. | Evaluation Factors | Weight |
|-----|---|-------------|
| 6. | Targeted Business Inclusion; respondent is a certified TGB and/or respondent commits to sub-contracting 10% or more of the value of the contract to a certified TGB | 10% |
| | Total | 100% |
| 7. | Preference to Economically Disadvantaged Business and Individuals, if applicable*. | 6% |
| 8. | Preference to Service Disabled / Veteran-Owned Business and Individuals, if applicable*. | 6% |

**Preferences are to be applied by adding 6% to the final cost proposal submitted by non-TGB/ED/VO respondents.*

Inver Hills Community College and Dakota County Technical College reserves the right to name a date which all responding Vendors will be invited to present demonstrations or participate in an interview.

Inver Hills Community College and Dakota County Technical College does not agree to reach a decision by any certain date although it is hoped the evaluation and selection will be completed by the date identified in the Selection and Implementation Timeline.

A proposal may be rejected if it is determined that a Vendor's ability to work with the existing infrastructure will be too limited or difficult to manage.

Supplier Diversity

Pursuant to policy 5.14 and Minn. Stat. 16C.16, Minnesota State Colleges & Universities is committed to taking affirmative action to ensure that minority-owned (MBEs) and women-owned (WBEs) businesses are given equal opportunity to provide their goods & services to Minnesota State. Targeted Business inclusion is a part of the criteria for this request for proposal to facilitate Minnesota State's fulfillment of this commitment.

For all goods & services contracts estimated to be in excess of \$50,000, all responding Vendors are required to complete the attached [Targeted Business Inclusion Form](#) and attach hard copies of TGBs certificates verifying that the Vendor is certified by one of the certifying agencies recognized by Minnesota State (*see acceptable certifications in the definitions section of this RFP*). Vendors are **not** required to include TGBs in their bid response; however, it should be noted that TGB inclusion is ten percent (10%) of the total proposal criteria.

ED/VO Preferences:

For information regarding certification, contact the OEP at 651-201-2402 or you may reach the Helpline by e-mail at procurement.equity@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Economically Disadvantaged (ED) Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B certified Economically Disadvantaged (ED) Businesses submitting proposals as prime contractors shall receive the equivalent of a six percent (6%) preference in the evaluation of their proposal. Eligible ED businesses must be currently certified by the Minnesota Department of Administration's Office of Equity in Procurement (OEP) prior to the solicitation opening date and time.

Veteran-Owned (VO)

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent (6%) preference, but no less than the percentage awarded to any other group under this section on state procurement to certified small businesses that are majority-owned and operated by veterans.

Bid Response Cover Page

By signing this statement, you certify the information provided is accurate and that you are authorized to sign on behalf of the vendor.

I certify that my company is:

- Veteran Owned
- Targeted Group Business Owned
- Economically Disadvantaged
- None of the above

Name of Company: _____

Authorized Signature: _____

Printed Name and Title: _____

Telephone and Email Address: _____

Date: _____