MINNESOTA STATE COLLEGES AND UNIVERSITIES

METROPOLITAN STATE UNIVERSITY

REQUEST FOR PROPOSAL (RFP)
FOR
SECURITY SERVICES
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Notice

This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities system, its Board of Trustees or METROPOLITAN STATE UNIVERSITY to award a contract or complete the proposed service 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.

METROPOLITAN STATE UNIVERSITY 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 anyVendor;
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 METROPOLITAN STATE UNIVERSITY.

School: METROPOLITAN STATE UNIVERSITY

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 Minnesota State 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.

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 Metropolitan State University

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.

Metropolitan State University is a comprehensive urban university committed to meeting the higher education needs of the Twin Cities and greater metropolitan population.

The university will provide accessible, high-quality liberal arts, professional, and graduate education to the citizens and communities of the metropolitan area, with continued emphasis on underserved groups, including adults and communities of color.

Within the context of lifelong learning, the university will build on its national reputation for innovative student-centered programs that enable students from diverse backgrounds achieve their educational goals.

The university is committed to academic excellence and community partnerships through curriculum, teaching, scholarship and services designed to support an urban mission.
Authority

This RFP is undertaken by METROPOLITAN STATE UNIVERSITY (hereinafter “MINNESOTA STATE”) pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws. MINNESOTA STATE 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. MINNESOTA STATE 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 MINNESOTA STATE. This RFP does not obligate Minnesota State 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

MINNESOTA STATE is requesting proposals for security services at Metropolitan State University. The university consists of two campus locations. The Dayton’s Bluff Campus consist of 11 buildings. St. John’s Hall, Founders Hall, and New Main surround the small courtyard off Maria Street and they are connected underground by a continuous tunnel. The Library and Learning Center across Seventh Street can be reached by an enclosed skyway. The Jason R. Carter Science Education Center building across Sixth Street can also be reached via an enclosed skyway. There are five free standing buildings: Institute for Community Engagement and Scholarship (678 Seventh Street), Fine Arts Studio (677 Seventh Street), Student Center (645 Seventh Street), Parking ramp (400 Maria Ave), and the GROW-IT Center a Greenhouse (445 Maria Ave.).

The second campus is our Midway Campus (1450 Energy Park Dr, St. Paul MN). We have a lease with the building owner and occupy the majority of the building.

Security is a 24/7 operation. For that reason, our officers become ambassadors of the university along with all other employees. They are expected to exhibit exceptional customer service at all times. They are also expected to take pride in their work. The security staff is regarded as part of the university Campus Operations team and treated with respect and appreciation.

The highest traffic area of the university, in terms of students and guests, is the Library and Learning Center which contains the Dayton’s Bluff Community Public Library on the east end of the first floor. The Public Library provides a homework tutoring center for children and serves our neighbors from the Dayton’s Bluff community. The University Library which serves our students, staff and faculty is also open to the community. Furthermore, the University Library, Student Center and Parking ramp are open seven days a week. The other buildings Founders Hall, New Main, Jason R. Carter Science Building and St. John’s Hall are closed on Sundays.

Metropolitan State University offers classes mornings, afternoons and evenings six days a week. The majority of classes are in the evening.
The university hosts a wide variety of events every year ranging from student sponsored dinners and presentations to community music programs to academic conferences to private weddings. Security plays a large role in safety and security during these larger events.

**Technical/Functional Requirements**

Security officers are not only focused on security but also an extension of the building operations team. Officer utilize many different programs to create workorders, incident reporting, and student conduct. Each officer must be comfortable with computer programs, testing life safety equipment, and ensuring proper function of those items.

**RFP Information Contact**

MINNESOTA STATE’S authorized representative for purposes of responding to inquiries about the RFP is:

Name: Jason Fellows  
Title: Security Director  
Address: 700 E. 7th Street, St. Paul, MN 55106  
Telephone: 651-793-1725  
E-mail address: Jason.Fellows@metrostate.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and MINNESOTA STATE 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 MINNESOTA STATE 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 **

MINNESOTA STATE will hold a mandatory pre-award Vendors conference on Tuesday, April 12, 2022 at 10:00 a.m. in the Student Center Building, Room 101. All potential or interested respondents must attend the conference.

** Selection and Implementation Timeline **

<table>
<thead>
<tr>
<th>Key Dates</th>
<th>Timeline</th>
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</thead>
<tbody>
<tr>
<td>Monday, April 4, 2022</td>
<td>Publishes RFP notice in State Register</td>
</tr>
<tr>
<td>Tuesday, April 12, 2022, 10:00 a.m.</td>
<td>Mandatory Pre-Award Vendor’s conference</td>
</tr>
<tr>
<td>Thursday, April 14, 2022, 2:00 p.m.</td>
<td>Deadline for Vendors to submit clarifying questions</td>
</tr>
<tr>
<td>Tuesday, April 19, 2022, 2:00 p.m.</td>
<td>Deadline to publish responses to RFP questions</td>
</tr>
<tr>
<td>Tuesday, April 26, 2022, 2:00 p.m.</td>
<td>Deadline for RFP proposal submissions</td>
</tr>
<tr>
<td>Friday, May 6, 2022, 4:30 p.m.</td>
<td>Vendor(s) selected and notified</td>
</tr>
<tr>
<td>June 21 –22, 2022</td>
<td>Request approval from Minnesota State Board of Trustees at Board Meeting</td>
</tr>
</tbody>
</table>

MINNESOTA STATE 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 **

MINNESOTA STATE desires to enter into a contract with the successful Vendor(s) effective July 1st, 2022 or on the date the last recognized signature is obtained, whichever occurs later. The length of such contract(s) will be three (3) year with the option for two (2) one-year extensions for a total of five (5) years. If MINNESOTA STATE and Vendor are unable to negotiate and sign a contract by May 27, 2022, then MINNESOTA STATE reserves the right to seek an alternative Vendor(s).
Proposal Deadline

Submitted proposals must be received at the following address not later than 2:00 p.m. local time on Tuesday, April 26, 2022:

Institution: METROPOLITAN STATE UNIVERSITY
Name: Purchasing – Security Services Proposal
Mailing Address: 700 E. 7th St., St. Paul, MN 55106

Format of Proposals and Submission

Responses to this RFP must be made according to the requirements set forth in this section. Failure to adhere to these requirements or inclusion of conditions, limitations or misrepresentations in a response may be cause for rejection of the submittal.

Due to COVID-19, in person drop-offs will not be accepted. All proposals must be emailed or mailed. Responses must be submitted via email in Adobe PDF format. Attachment limits are 25 MB. If file sizes are too large please create multiple smaller files and email them separately. Hyperlinks to submissions in cloud storage will not be accepted. Proposals received after the Proposal Deadline date and time will not be considered. METROPOLITAN STATE UNIVERSITY’s email receipt time stamp will be used for consideration, not the senders.

- If emailing, send to Purchasing@metrostate.edu with the following subject: “Security Proposal” no later than Tuesday, April 26, 2022, 2:00 p.m. local time. You will receive an email confirmation once your proposal has been received.
- If mailing, send to Metropolitan State University, ATTN: Purchasing – Security Proposal. Proposals must be received no later than Tuesday, April 26, 2022, 2:00 p.m. local time.

Cover Letter shall be a maximum one-page cover letter and introduction, and shall include the name and address of the organization submitting the proposal, together with the name address, email and telephone number of the contact person who will be authorized to make representations for the company. The cover letter should also include the company’s Federal and State tax ID numbers, as well as a statement that the proposal is valid for 60 days after receipt.

Proposal shall be a maximum of ten (10) pages in length and shall include all the requested information noted in the “Proposal Content” section below.

Proposal Content

Vendors must submit the following information:
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.

4. **Cost/Value:** The pricing will be scored upon the total sum of the overall cost.

<table>
<thead>
<tr>
<th>General Security Services</th>
<th>Year 1: July 1, 2022 – June 30, 2023</th>
<th>Year 2: July 1, 2023 – June 30, 2024</th>
<th>Year 3: July 1, 2024 – June 30, 2025</th>
<th>Overall Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Cost of the guard services.</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Billback Cost Training, medical, etc.</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Additional Cost (if any) Specify:</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

*Invoices to reflect hours worked on site.*

<table>
<thead>
<tr>
<th>Services</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Manager</td>
<td>$</td>
</tr>
<tr>
<td>Supervisor</td>
<td>$</td>
</tr>
<tr>
<td>Standard Security Officer</td>
<td>$</td>
</tr>
<tr>
<td>Overnight (if shift variation is applicable)</td>
<td>$</td>
</tr>
<tr>
<td>Temporary Coverage</td>
<td>$</td>
</tr>
<tr>
<td>Other: Specify</td>
<td>$</td>
</tr>
</tbody>
</table>
Terms of Payment

Payment shall be made by MINNESOTA STATE promptly after Vendor’s presentation of invoices for services performed and acceptance of such services by MINNESOTA STATE’S authorized representative. All services provided by the Vendor pursuant to the resulting contract shall be performed to the satisfaction of MINNESOTA STATE, 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 MINNESOTA STATE to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation.

Minimum Charge: The minimum charge for any guard services requested shall be two hours per person assigned. Further, temporary guard service requested for shorter periods than the normal operating hours of the institution shall be subject to a charge of one and one-half times the normal hourly rate or two hours at the normal hourly rate, whichever is more. This on and one-half time charge shall not apply to regularly assigned personnel who work normal shifts around the clock.

Regular Service: Regular service will be scheduled in such a manner as to provide four hours or longer shifts for each guard assigned. Changes, both increases and reductions, in the week-to-week routine guard service, after services have been established, may be made with written notice to the vendor. Such changes will be for periods of approximately 30 days or more.

Special/Short Term Service: The Vendor is expected to provide guards for short periods such as special events as determined by the University. It is understood and agreed that this service requirement is not to exceed that which can be met by the guard personnel currently employed by the vendor.

Required Documents and Forms

1. Affidavit of Non-Collusion. All vendors must complete the Affidavit of Non-Collusion and submit 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. Workforce Certificate. For all contracts estimated to be in excess of $100,000, vendors are required to complete the Minnesota Department of Human Rights Workforce Certificate Form and submit your certification with the response (including extension options).
4. Equal Pay Certification. For all businesses with **40 or more employees** and a contract is estimated to be in **excess of $500,000**, responders are required to complete the Minnesota Department of Human Rights Equal Pay Certificate Form or claim exemption prior to contract execution. Submit your certification with the response (including extension options).

5. Targeted Group Businesses (TGBs). If applicable, eligible certified TGBs businesses will receive preference in the evaluation of its proposal as outlined below. Submit your certification with the response. Targeted Business Inclusion Form

6. Economically Disadvantaged (ED)/ Veteran-Owned (VO) Businesses and Individuals Preference. If applicable, eligible certified ED/VO businesses will receive preference in the evaluation of its proposal as outlined below. Submit your certification with the response. Vendors may apply for certification through the Minnesota Small Business Certification Portal.

### Selection Process

The selection process includes Jason Fellows (Security Director), Chris Mass (Director of Facilities), Tom Torgerud (Parking Operations Coordinator) and Dylan Harris (Library Technician). 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 Minnesota State to evaluate the responses:

<table>
<thead>
<tr>
<th>No.</th>
<th>Evaluation Factors</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Adherence to MINNESOTA STATE Terms and Conditions</td>
<td>5%</td>
</tr>
<tr>
<td>2.</td>
<td>Work Plan</td>
<td>20%</td>
</tr>
<tr>
<td>3.</td>
<td>Price [OR Price in relation to level of service to be provided]</td>
<td>30%</td>
</tr>
<tr>
<td>4.</td>
<td>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)</td>
<td>25%</td>
</tr>
<tr>
<td>5.</td>
<td>Completeness, thoroughness and detail of response as reflected by the proposal’s discussion and coverage of all elements of work listed above</td>
<td>10%</td>
</tr>
<tr>
<td>6.</td>
<td>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</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
<tr>
<td>7.</td>
<td>Preference to TG/ED/EV, if applicable*</td>
<td>6%</td>
</tr>
</tbody>
</table>
*Preferences are to be applied by adding 6% to the final cost proposal submitted by non-TGB/ED/VO respondents.*

MINNESOTA STATE reserves the right to name a date which all responding Vendors will be invited to present demonstrations or participate in an interview.

MINNESOTA STATE 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 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 Group Business (TGB) inclusion is a part of the criteria for this RFP 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. 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.

Minnesota State recognizes certifications 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

**Preferences:**

Register to become certificated or 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. TG/ED/VO small businesses will receive a six percent (6%) preference. Preferences are not cumulative; the total percentage of preference granted on a contract may not exceed the highest percentage of preference allowed for that contract.
Targeted Group (TG)

In accordance with Minnesota Rules, part 1230.1810, Subpart B. A certified Targeted Group may be awarded up to a six percent preference as prime vendor in the amount offered over the lowest responsible offer from another vendor. The preference in the evaluation of the final cost proposal.

Economically Disadvantaged (ED)

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.
ATTACHMENT A: Staffing

Holidays
The university will be closed on the following holidays: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year’s Day, Martin Luther King, Jr. Day, Memorial Day, and Juneteenth. Security will reduce to a two (2) security officer coverage until operations return to the normal schedule.

Staff Parking
Parking is available in the Metropolitan State University Parking Ramp or 7th street lot. The cost of parking is the current daily rate. Reduced rates are available for monthly parking.

Equipment
• Vendor will provide a list of the equipment to be stored onsite.
• Vendor will provide the following equipment: Pre-assignment training, additional training required by contractor to work at a Higher Education account, standard uniform agreed upon between Metropolitan State University and contractor, Level 2 tools and safety.

Supplies
• Metropolitan State University will provide computers, cellphones and office equipment for admin duties.

Communication
• Vendor will provide the Metropolitan State University with a full time, dedicated on-site Account Manager to provide oversight of all security staff. They will carry a cell phone provided by the contractor so that Campus Operations personnel can contact if necessary.
• Each post will have a dedicated cellphone for the assigned officer to carry.
• Radios are provided for communication between the Security Department.
• Vendor will also provide the name and number of an Operations Manager at the company that can be reached in the event of a problem.
• Operations Manager will be available at the Security Directors’ request to do spot inspections.
• The University will provide Vendor with a University site manager, or at least one primary contact person. The intent here is to keep lines of communication open.
• Vendor to provide weekly situational reports, current equipment status (panic button, Code Blue, etc.), staffing reports, and weekly hours billed breakout.
• Vendor will provide the university a report of deficiencies or safety related concerns that can be addressed in a proactive manner.
• Vendor will provide a look ahead for upcoming projects, challenges, or situations.
• Feedback on issues.
Safety/ Training:
- 12 hour pre-assignment training
- Higher Education (preferred)
- Crisis Intervention (preferred)
- Continuous Improvement (monthly training)
- Trauma Informed Care (preferred)

Staffing
The security operations is 24/7 operation with a minimum of one (1) officer overnight and at least two (2) during business operations. During the week, staffing will be a minimum of 4 officers during morning shift, 4 officers during evening.

SCHEDULE

<table>
<thead>
<tr>
<th>Post Description</th>
<th>Shift</th>
<th>Time</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Founders Hall</td>
<td>Days</td>
<td>0600-1400</td>
<td>8</td>
<td>8</td>
<td>16</td>
<td>8</td>
<td>8</td>
<td>8</td>
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<tr>
<td>Student Center</td>
<td>Days</td>
<td>0600-1400</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Library</td>
<td>Days</td>
<td>0600-1400</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
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</tr>
<tr>
<td>Midway (Separate Campus)</td>
<td>Days</td>
<td>0700-1500</td>
<td>8</td>
<td>8</td>
<td>8</td>
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<tr>
<td>Library</td>
<td>Power</td>
<td>1000-1800</td>
<td>8</td>
<td>8</td>
<td>8</td>
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<td>8</td>
<td>8</td>
<td>8</td>
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<tr>
<td>Library</td>
<td>Power</td>
<td>1200-2000</td>
<td>8</td>
<td>8</td>
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<tr>
<td>Founders Hall</td>
<td>Eves</td>
<td>1400-2200</td>
<td>8</td>
<td>8</td>
<td>16</td>
<td>8</td>
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<tr>
<td>Student Center</td>
<td>Eves</td>
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<td>Library</td>
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<td>Library</td>
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<td>Midway (Separate Campus)</td>
<td>Eves</td>
<td>1500-2300</td>
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<tr>
<td>Rover/Response</td>
<td>Power</td>
<td>1500-2300</td>
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<td>Overnight</td>
<td>Nights</td>
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<tr>
<td>Account Manager</td>
<td>Sup</td>
<td>1000-1800</td>
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<tr>
<td>Account Supervisor</td>
<td>Sup</td>
<td>1500-2300</td>
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As stated before, there are two (2) campus locations that we have security at. Founders Hall, Student Center, Library, Rover/Response, Overnight, Account Manager and Account Supervisor will be mainly at the Dayton’s Bluff Campus in St. Paul. Midway is approximately 15 minutes away but still in St. Paul.

Total hours will not go above 601 per week unless requested by Metropolitan State University.
ATTACHMENT B: Scope of Services

Campus properties to be covered in contract:
- Founders Hall
- New Main
- St. John’s Hall
- Student Center
- Jason R. Carter Science Education Center
- Parking Ramp
- Library and Learning Center
- Fine Arts Studio
- Institute for Community Engagement and Scholarship (ICES)
- GROW-IT Center
- Midway Campus (1450 Energy Park Drive, St. Paul, MN)

Security Duties
A. Major tasks required to be performed by the security personnel are, but not limited to:
   - Monitor/train Security Ambassadors as assigned
   - Conduct initial investigations, including cordoning off the scene and possession of evidence
   - Respond to calls for service including calls for emergency response
   - Provide proactive patrol for all the contiguous campus property
   - Issue parking citations
   - Conduct positive public relations
   - Complete incident reports and daily activity reports
   - Assist stranded vehicle
   - Provide escorts to locations on and off campus within 1 block of the campus property
   - Follow and enforce Minnesota State, University, and department policies and procedures
   - Maintain communication with the Security Director and other department members through all established means (cell phone, e-mail, written, radio, etc.)
   - Locking/unlocking of the campus buildings, turning on/off lights, arming the alarm system, and other duties associated with opening and closing of the campus
   - Maintain crowd control, including directing traffic or persons
   - Maintain the key log for all contractors and vendors
   - Follow the security post orders
   - Other duties pertaining to the safety and security of the University, students, employees, and community members
• Dispatching through Omnigo. Mainly any officer at Midway will need to be trained as a dispatcher for the account

B. Responder may propose additional tasks, activities, or alternative suggestions if they will substantially improve the results of the project. These items shall be separate from the items on the cost proposal.

C. Safety and Security services to be furnished shall comply with the following specifications:
   • The vendor shall furnish experienced, trained and properly uniformed officers for the proper protection of the Metropolitan State University. The specific number, the principal posts, and hours of duty of officer personnel to be greed upon by Metropolitan State University and the Vendor.
     i. 1 year of security experience preferred
     ii. Higher Education experience preferred
   • Uniforms – At Metropolitan State University, we value the appearance of our officers. Uniforms must consist of trousers, polo, duty belt, black boots/shoes. Additional weather gear such as cold, wet, winter as well.
     i. Duty gear
        1. OC Spray
        2. Baton
        3. Cuffs
        4. First Aid kit
        5. Narcan kit (provided by Metro State)
        6. Non-latex gloves and pouch
   • Vendor logo, officer name tag, and state issued security “guard card” must be present at all times. There may be rare occurrences that the University request plain clothed security officers.
   • Metropolitan State University has the choice of uniform during any event (specific t-shirts, no gear, etc.)
   • Appearance – All officers are an extension of the University. Therefore, uniforms must be in perfect condition and worn and maintained in a neat and clean appearance.

D. The officers must be physically and intellectually capable of making the necessary rounds and inspections as well as maintain order and good relations with students, employees, and community members. The officers must have adequate training by a qualified instructor prior to being assigned. Vendor shall provide the Security Officer with the basic training program as required by the State at no additional cost to the University.

E. Training Requirements:
• Pre-assignment designated by the Minnesota Board of Private Detective and Protective Agent Services. These include, but not limited to blood borne pathogen, cultural diversity, adult CPR, AED, and Naloxone/Narcan.

• On the Job Training – All officers must complete 24 hours of training that include, but not limited to:
  i. Security Patrol
  ii. Fire Protection systems
  iii. Public Relations
  iv. Report Writing
  v. Campus environment
  vi. Clery Act
  vii. Policy and Procedures
  viii. Student/employee interactions

• If an officer needs additional training, the vendor will provide at no cost to the University.

F. All such personnel shall be employees of the Vendor and the Vendor shall pay all salaries, taxes, state and federal unemployment insurance, miscellaneous expenses, and any and all taxes relating to such employees.

G. The Vendor shall provide all proper safeguards and shall assume all risks in performing the duties of which it is responsible.

H. The vendor agrees to indemnify and hold harmless the University, the State of Minnesota and their personnel from losses, claims, damages, expenses, or liabilities, which may in any way be incurred by the State solely as the result of the negligence of the Vendor, its agents, while engaged in the services contemplated under this agreement.

I. The proper conduct of the officers of the Vendor shall be guided by a set of written instructions as agreed upon by the Vendor and Metropolitan State University. Officers shall conform to any written or verbal policies and/or procedures that have been established and enforced by the Vendor and the University.

J. The Vendor shall be responsible for the direct supervision of their officers through their designated representatives at the premises to which this service relates and such representative will in tur be available to report and confer with the designated agency at any reasonable time with respect of their services. The Vendor shall make at least one or more supervisor visits each week. The visits shall be random and unannounced to security personnel, but shall be reported to the Security Director.

K. The Vendor agrees that their services shall be performed by experienced, qualified, skillful and efficient employees in strict conformity with accepted security practices and standards. The Vendor further agrees that upon request by Metropolitan State University, it will remove any of its employees who, in the sole opinion of Metropolitan State University, is guilty of improper conduct, or is not qualified or needed, to perform the work assigned to them.
L. The Vendor agrees to maintain a minimum of two (2), or other mutually agreed upon number, relief officers trained and available to work, in the event of special services required, sickness or injury or vacation of a regularly posted officer.
Metropolitan State University - St. Paul Campus