



Arty Ledoux
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ENGINEERING & PUBLIC SERVICES

To: Security Vendors
From: Arty Ledoux
Date: October 5, 2020
Re: Parking Garage Security Services & minor maintenance

Please find an invitation to bid for building security and minor maintenance services for the Riverfront Parking Garage, located on Dana Court in Westbrook, Maine for 2020-2021, 2021-2022, 2022-2023, and mutual option years 2023-2024, 2024-2025.

A 3 year proposal with a 2 year mutual option is requested. Pricing should reflect yearly increases if any.

The successful bidder must provide proof of coverage for certificate of liability insurance, general liability insurance of \$ 1,000,000 and workers compensation/employer liability coverage.

Please submit bid form in a sealed envelope clearly marked to the:

Westbrook City Clerk's Office
attn.: Angela Holmes
Riverfront Parking Garage Security
2 York St
Westbrook, Me. 04092

Deadline for bid submittal is 10:00 am Thursday October 29 2020. The City of Westbrook reserves the right to reject any and all bids. Electronic submission of bids will not be accepted. A subsequent bid opening will take place at 11:00 am.

If you have any questions or concerns, please contact me no later than 3 days before the bid is due at 854-0660 M-F 7 am – 3 pm.

Bid Proposal Form

Please provide bid pricing on an annual basis as follows:

3 year pricing per hr.

2020-2021

2021-2022

2022-2023

2 year mutual option extension pricing per hr.

2023-2024

2024-2025

Also include a list of 3 references for similar properties which you have or currently maintain.

Name of Business: _____

Contact: _____

Address: _____

Phone: _____ Cell: _____

Signature

Date



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CITY OF WESTBROOK, MAINE

REQUEST FOR PROPOSAL/SCOPE OF SERVICES

Building Security/ Minor Maintenance

The **City of Westbrook, Maine** is seeking proposals for building security and minor maintenance for a 550 (five hundred and fifty) motor vehicle parking garage, known as **RIVERFRONT PLAZA PARKING GARAGE**. The parking garage is located on Dana Court, in Westbrook, Maine. Pricing will be on a per hour basis.

To be considered, the Office of the City Clerk, Westbrook City Hall, 2 York Street, Westbrook, Maine 04092 must receive your proposal by 10:00 a.m. on Thursday October 29, 2020. Please submit bid proposals in a sealed envelope clearly marked **Riverfront Parking Garage Security**. All proposals will be publicly opened and available for public inspection after 10:00 am on October 29, 2020

The City of Westbrook, Maine reserves the right to accept or reject any/or all proposals, parts thereof, and to further make modifications as it deems in the best interest of the City. It also reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the condition contained within this Request for Proposal.

If agreeable with the successful bidder, we prefer to accept a minimum three-year contract starting November 14, 2020 with cost adjustments and a 2 year mutual extension option. If you elect to accept the minimum three- year contract, please submit per hour pricing as appropriate in your proposal. The contract will be in effect years 2020 -2023 and 2024 & 2025 as a mutual option extension.

NATURE AND SCOPE OF SERVICES REQUESTED

- All parking by monthly pass
- Card activated (no cashier/attendant required)
- Entrance and exits for off hour – timed opening
- Hours of operation:

Monday – Friday	7:00 a.m. to 9:00 p.m.
Saturdays	7:00 a.m. to 3:00 p.m.
Excluding eight major holidays	

This schedule may be subject to change.

SECURITY

The contractor will provide trained, building security personnel to police the garage and monitor all activity in the garage. Security personnel will report any incidents or inappropriate activity to the Westbrook Police Department and will respond to any requests for assistance from the garage patrons and will patrol all interior and exterior areas of the property on a regular basis. Security personnel shall maintain a detail log of activity and incidents including, but not limited to, damage to vehicles, equipment and the building.

MINOR MAINTENANCE

The contractor will provide trained personnel able to perform a variety of minor maintenance duties including, but not limited to, snow and ice control along all pedestrian ways (including operation of walk behind snow thrower), cleaning, and sweeping office, common areas, stairwells and elevator. Contractor will monitor the operation of and perform limited preventative maintenance on all equipment in the garage and will immediately contact the appropriate maintenance vendor and/or City personnel in the event of equipment failure or malfunction.

Contractor's personnel shall provide quality customer service to garage patrons, City personnel and the general public. Personnel shall be properly uniformed, neat in appearance, highly visible and approachable. The contractor's security officers shall be clean and maintain the security office in a manner consistent with a professional security office environment. Personal property in the office will be kept to a minimum.

PROPOSAL REQUIREMENTS

1. Please indicate experience in operation and maintenance of similar parking facilities in this, or in a similar region with similar climate conditions.
2. List three (3) references from the proposer's client list including the name and telephone number of the contact person.
3. Give exact location of office whereby the operation and maintenance of this parking facility will be administered from.
4. Give a detailed plan for the operation and maintenance of the parking facility. Plan should indicate: hours of operation, staffing, employee training, internal and external customer service, and any other pertinent areas that will assure the enhancement and success of the parking garage facility.
5. List any and all subcontractors that will be used if any.
6. Rates charged for any additional task(s) that may be added to the operation and maintenance of this facility if not specified in this proposal.

GENERAL REQUIREMENTS OF THE CITY

The successful bidder shall agree to defend, indemnify and hold the City harmless from all losses, damage, and cost which arise as a result of the performance of this agreement, to the extent it is caused by the contractor, its subcontractor or anyone for whose act it may be liable. The obligation to indemnification shall not be limited by the availability of insurance. The firm also holds the City harmless for any negligent acts or omissions committed by any subcontractor's contract. The successful proposer, before signing the contract, shall produce evidence satisfactory to the City that he/she has secured all appropriate liability insurance coverage in the amount of not less than \$400,000, combined single limit for bodily or personal injury, death and property damage, protecting the proposer and naming the City as an additional insured from such claims, and also has secured Worker's Compensation Insurance. The firm shall also provide Professional Liability Insurance, covering both itself and the subcontractor, if any, in the minimum amount of one million (1,000,000) dollars for errors, omissions and negligence.

All certificates of insurance evidencing such coverage shall be provided to the City for review prior to the execution of the contract.

All certificates of insurance shall provide that the City will receive a 30-day notice in advance of the cancellation of any policy.

The selected firm will reimburse the City and hold it harmless from the cost of any losses for which the firm is responsible.