

## SERVICE AGREEMENT No. 830

### Uniformed Security Guard Services

THIS **Uniformed Security Guard Services Agreement** ("Agreement") is entered into by and between the City of Corpus Christi, a Texas home-rule municipal corporation ("City") and BasE Security & Fire consultants, LLC. ("Contractor"), effective upon execution by the City Manager or the City Manager's designee ("City Manager").

WHEREAS, Contractor has bid to provide Uniformed Security Guard Services in response to Request for Bid/Proposal No. 152 ("RFB/RFP"), which RFB/RFP includes the required scope of work and all specifications and which RFB/RFP and the Contractor's bid or proposal response, as applicable, are incorporated by reference in this Agreement as Exhibits 1, as if each were fully set out here in its entirety.

NOW, THEREFORE, City and Contractor agree as follows:

- 1. Scope.** Contractor will provide Uniformed Security Guard Services ("Services") in accordance with the attached Scope of Work, as shown in Attachment A, the content of which is incorporated by reference into this Agreement as if fully set out here in its entirety, and in accordance with Exhibit 1.
- 2. Term.** This Agreement is for 12 months, with performance commencing upon the date of issuance of a notice to proceed from the Contract Administrator or Purchasing Division. This Agreement includes an option to extend the term for up to two additional 12-month periods ("Option Period"), provided, the parties do so prior to expiration of the original term or the then-current Option Period. The decision to exercise the option to extend the term of this Agreement is, at all times, within the sole discretion of the City and is conditioned upon the prior written agreement of the Contractor and the City Manager.
- 3. Compensation and Payment.** The total value of this Agreement is not to exceed \$586,828.75, subject to approved extensions and changes. Payment will be made for Services completed and accepted by the City within 30 days of acceptance, subject to receipt of an acceptable invoice. All pricing must be in accordance with the attached Bid/Pricing Schedule, as shown in Attachment B, the content of which is incorporated by reference into this Agreement as if fully set out here in its entirety.

The Corpus Christi International Airport and O.N. Stevens work will all be authorized by Task Order. Task Orders will be issued for the work needed. No work will be performed without a Task Order. The Task Order will authorize a not to exceed amount for the Services at the price per hour outlined in this Agreement.

- 4. Contract Administrator.** The Contract Administrator designated by the City is responsible for approval of all phases of performance and operations under this Agreement, including deductions for non-performance and authorizations for payment. The City's Contract Administrator for this Agreement is as follows:

Marc Harrod, Senior Officer  
City Hall Liaison Officer  
361-826-1751  
[March@cctexas.com](mailto:March@cctexas.com)

**5. Insurance; Bonds.**

(A) Before performance can begin under this Agreement, the Contractor must deliver a certificate of insurance ("COI"), as proof of the required insurance coverages, to the City's Risk Manager and the Contract Administrator. Additionally, the COI must state that the City will be given at least 30 days' advance written notice of cancellation, material change in coverage, or intent not to renew any of the policies. The City must be named as an additional insured. The City Attorney must be given copies of all insurance policies within 10 days of the City Manager's written request. Insurance requirements are as stated in Attachment C, the content of which is incorporated by reference into this Agreement as if fully set out here in its entirety.

(B) In the event a payment bond, a performance bond, or both, are required of the Contractor to be provided to the City under this Agreement before performance can commence, the terms, conditions, and amounts required in the bonds and appropriate surety information are as included in the RFB/RFP or as may be added to Attachment C, and such content is incorporated here in this Agreement by reference as if each bond's terms, conditions, and amounts were fully set out here in its entirety.

- 6. Purchase Release Order.** For multiple-release purchases of Services to be provided by the Contractor over a period of time, the City will exercise its right to specify time, place and quantity of Services to be delivered in the following manner: any City department or division may send to Contractor a purchase release order signed by an authorized agent of the department or division. The purchase release order must refer to this Agreement, and Services will not be rendered until the Contractor receives the signed purchase release order.

- 7. Inspection and Acceptance.** Any Services that are provided but not accepted by the City must be corrected or re-worked immediately at no charge to the City. If immediate correction or re-working at no charge cannot be made by the Contractor, a replacement service may be procured by the City on the open market and any costs incurred, including additional costs over the item's

bid/proposal price, must be paid by the Contractor within 30 days of receipt of City's invoice.

- 8. Warranty.** The Contractor warrants that all products supplied under this Agreement are new, quality items that are free from defects, fit for their intended purpose, and of good material and workmanship. The Contractor warrants that it has clear title to the products and that the products are free of liens or encumbrances. In addition, the products purchased under this Agreement shall be warranted by the Contractor or, if indicated in Attachment D by the manufacturer, for the period stated in Attachment D. Attachment D is attached to this Agreement and is incorporated by reference into this Agreement as if fully set out here in its entirety.
- 9. Quality/Quantity Adjustments.** Any Service quantities indicated on the Bid/Pricing Schedule are estimates only and do not obligate the City to order or accept more than the City's actual requirements nor do the estimates restrict the City from ordering less than its actual needs during the term of the Agreement and including any Option Period. Substitutions and deviations from the City's product requirements or specifications are prohibited without the prior written approval of the Contract Administrator.
- 10. Non-Appropriation.** The continuation of this Agreement after the close of any fiscal year of the City, which fiscal year ends on September 30<sup>th</sup> annually, is subject to appropriations and budget approval specifically covering this Agreement as an expenditure in said budget, and it is within the sole discretion of the City's City Council to determine whether or not to fund this Agreement. The City does not represent that this budget item will be adopted, as said determination is within the City Council's sole discretion when adopting each budget.
- 11. Independent Contractor.** Contractor will perform the work required by this Agreement as an independent contractor and will furnish such Services in its own manner and method, and under no circumstances or conditions will any agent, servant or employee of the Contractor be considered an employee of the City.
- 12. Subcontractors.** Contractor may use subcontractors in connection with the work performed under this Agreement. When using subcontractors, however, the Contractor must obtain prior written approval from the Contract Administrator if the subcontractors were not named at the time of bid or proposal, as applicable. In using subcontractors, the Contractor is responsible for all their acts and omissions to the same extent as if the subcontractor and its employees were employees of the Contractor. All requirements set forth as part of this Agreement, including the necessity of providing a COI in advance to the City, are applicable to all subcontractors and their employees to the same extent as if the Contractor and its employees had performed the work.
- 13. Amendments.** This Agreement may be amended or modified only by written change order signed by both parties. Change orders may be used to modify quantities as deemed necessary by the City.

- 14. Waiver.** No waiver by either party of any breach of any term or condition of this Agreement waives any subsequent breach of the same.
- 15. Taxes.** The Contractor covenants to pay payroll taxes, Medicare taxes, FICA taxes, unemployment taxes and all other related taxes. Upon request, the City Manager shall be provided proof of payment of these taxes within 15 days of such request.
- 16. Notice.** Any notice required under this Agreement must be given by fax, hand delivery, or certified mail, postage prepaid, and is deemed received on the day faxed or hand-delivered or on the third day after postmark if sent by certified mail. Notice must be sent as follows:

**IF TO CITY:**

City of Corpus Christi  
Attn: Senior Officer Marc Harrod  
City Hall Liaison Officer  
1201 Leopard St.  
Corpus Christi, TX 78401  
361-826-3697

**IF TO CONTRACTOR:**

BasE Security & Fire Consultants, LLC.  
Attn: Sandra S. Basile  
Owner  
24301 Brazos Town Xing 500-9  
Rosenberg, TX 77471  
Fax: (832) 595-1123

- 17. CONTRACTOR AGREES TO INDEMNIFY, HOLD HARMLESS AND DEFEND THE CITY OF CORPUS CHRISTI AND ITS OFFICERS, EMPLOYEES AND AGENTS ("INDEMNITEES") FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, CLAIMS, DEMANDS, SUITS AND CAUSES OF ACTION OF ANY NATURE WHATSOEVER ON ACCOUNT OF PERSONAL INJURIES (INCLUDING DEATH AND WORKERS' COMPENSATION CLAIMS), PROPERTY LOSS OR DAMAGE, OR ANY OTHER KIND OF INJURY, LOSS, OR DAMAGE, INCLUDING ALL EXPENSES OF LITIGATION, COURT COSTS, ATTORNEYS' FEES AND EXPERT WITNESS FEES WHICH ARISE OR ARE CLAIMED TO ARISE OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE PERFORMANCE OF THIS AGREEMENT, REGARDLESS OF WHETHER THE INJURIES, DEATH OR DAMAGES ARE CAUSED OR ARE CLAIMED TO BE CAUSED BY THE CONCURRENT OR CONTRIBUTORY NEGLIGENCE OF INDEMNITEES, BUT NOT IF BY THE SOLE NEGLIGENCE OF INDEMNITEES UNMIXED WITH THE FAULT OF ANY OTHER PERSON. CONTRACTOR MUST, AT ITS OWN EXPENSE, INVESTIGATE ALL CLAIMS AND DEMANDS, ATTEND TO THEIR SETTLEMENT OR OTHER DISPOSITION, DEFEND ALL ACTIONS BASED**

**THEREON WITH COUNSEL SATISFACTORY TO THE CITY ATTORNEY, AND PAY ALL CHARGES OF ATTORNEYS AND ALL OTHER COSTS AND EXPENSES OF ANY KIND ARISING FROM ANY SAID LIABILITY, DAMAGE, LOSS, CLAIMS, DEMANDS, SUITS, OR ACTIONS. THE INDEMNIFICATION OBLIGATIONS OF CONTRACTOR UNDER THIS SECTION SHALL SURVIVE THE EXPIRATION OR EARLIER TERMINATION OF THIS AGREEMENT.**

**18. Termination.**

(A) The City Manager may terminate this Agreement for Contractor's failure to perform the work specified in this Agreement or to keep any required insurance policies in force during the entire term of this Agreement. The Contract Administrator must give the Contractor written notice of the breach and set out a reasonable opportunity to cure. If the Contractor has not cured within the cure period, the City Manager may terminate this Agreement immediately thereafter.

(B) Alternatively, the City Manager may terminate this Agreement for convenience upon 30 days advance written notice to the Contractor. The City Manager may also terminate this Agreement upon 24 hours written notice to the Contractor for failure to pay or provide proof of payment of taxes as set out in this Agreement.

**19. Assignment.** No assignment of this Agreement by the Contractor, or of any right or interest contained herein, is effective unless the City Manager first gives written consent to such assignment. The performance of this Agreement by the Contractor is of the essence of this Agreement, and the City Manager's right to withhold consent to such assignment is within the sole discretion of the City Manager on any ground whatsoever.

**20. Severability.** Each provision of this Agreement is considered to be severable and, if, for any reason, any provision or part of this Agreement is determined to be invalid and contrary to applicable law, such invalidity shall not impair the operation of nor affect those portions of this Agreement that are valid, but this Agreement shall be construed and enforced in all respects as if the invalid or unenforceable provision or part had been omitted.

**21. Order of Precedence.** In the event of any conflicts or inconsistencies between this Agreement, its attachments, and exhibits, such conflicts and inconsistencies will be resolved by reference to the documents in the following order of priority:

- A. this Agreement and its attachments A-C
- B. the solicitation document, including addenda (Exhibit 1)
- C. the proposers proposal attachment D

- 22. Certificate of Interested Parties.** Contractor agrees to comply with Texas Government Code Section 2252.908, as it may be amended, and to complete Form 1295 "Certificate of Interested Parties" as part of this Agreement.
- 23. Governing Law.** This Agreement is subject to all federal, State, and local laws, rules, and regulations. The applicable law for any legal disputes arising out of this Agreement is the law of the State of Texas, and such form and venue for such disputes is the appropriate district, county, or justice court in and for Nueces County, Texas.
- 24. Entire Agreement.** This Agreement constitutes the entire agreement between the parties concerning the subject matter of this Agreement and supersedes all prior negotiations, arrangements, agreements and understandings, either oral or written, between the parties.

(SIGNATURE PAGE FOLLOWS)

**CONTRACTOR**

Signature: S. Basile

Printed Name: SANDRA S. BASILE

Title: Executive Mgr.

Date: Oct 10, 16

**CITY OF CORPUS CHRISTI**

Signature: Maria Pedraza

Printed Name: Maria Pedraza

Title: Procurement Manager

Date: 10/26/16

ATTEST: Rebecca Huerta  
REBECCA HUERTA  
CITY SECRETARY

**Attached and Incorporated by Reference:**

- Attachment A: Scope of Work
- Attachment B: Bid/Pricing Schedule
- Attachment C: Insurance/Bond Requirements
- Attachment D: Proposers Proposal

**Incorporated by Reference Only:**

Exhibit 1: RFP No. 152

Approved as to form: 10-19-16

By Buck Price  
Buck Price  
Assistant City Attorney  
Per City Attorney

M2016-145 ADJUTANT  
BY COUNCIL 10/25/16  
SECRETARY

## Attachment A – Scope of Work

### 1. General Requirements (All Facilities):

- A. The Contractor shall provide all uniformed security guard services, “on-site” monitoring of various City Facilities as specifically outlined for each facility. Requirements for patrolling these areas shall be as outlined in this Scope of Work.
- B. Type of Security - The “Lead” Security Guard and one Back-Up Security Guard assigned to City Hall shall be armed with a firearm. Other Security Guards are forbidden to carry any type of firearm, visible or concealed except where otherwise specified for the specific facilities outlined in this scope of work. Any nightstick, baton, billy club, flashlight, or other device which might be construed as a protective weapon which the Contractor may wish the Security Guard to carry, must be specifically approved in advance by the Contract Administrator.
- C. Identification - Contractor must provide all Security Guards a certified identification card. Security Guards, supervisors, and any employee of the Contractor shall be required to wear a Contractor-provided photo identification card at all times. Contractor shall provide to the Contract Administrator a list containing the names and a passport-size photograph of each Security Guard assigned to duty. Contractor shall keep such list with photographs current at all times. **No “trainees” will be allowed in place of Security Guards.**
- D. Experience - “Lead” Security Guards assigned to duty at City Hall must have a minimum of three years’ of experience as a Security Guard or Law Enforcement Officer and be a commissioned Level 3 Uniformed Security Guard. Back-up Security Guards assigned to City Hall must have a minimum of one year experience as a Security Guard or Law Enforcement Officer and be a commissioned Level 3 Uniformed Security Guard. Guards assigned to other City facilities must have six months experience as a Security Guard or Law Enforcement Officer and be a Level 2 Uniformed Security Guard, and must have been employed by Contractor for a minimum of six months. Contractor must provide Contract Administrator proof of years of experience. The Contract Administrator reserves the right to waive these requirements if Contractor can provide “good reason” concerning experience or time employed.
- E. Drug Testing - Contractor must use a drug testing laboratory certified by the Federal Substance Abuse & Mental Health Services Administration of the United States Department of Health and Human Services and must follow United States Department of Transportation Procedures identified in 49 Code

of Federal Regulation, Part 40. Moreover, chain-of-custody procedures will be followed to account for the integrity of each specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen. Each specimen submitted for testing will be assayed for the presence of the following compounds:

<b>DRUG GROUP</b>	<b>EMIT SCREEN DETECTION LEVEL ng/ml*</b>	<b>GC/MS CONFIRMATION DETECTION LEVEL ng/ml*</b>
Amphetamines	500	250
Barbiturates	300-1000**	200
Benzodiazepines	300	200
Cocaine Metabolites	150	100
Marijuana Metabolites	50	15
Methadone	300	200
Methaqualone	300	200
Opiate Metabolites	300	300
Phencyclidine	25	25
Propoxyphene	300	200

\* nonograms/milliliter

\*\* The limit of detection varies according to the specific drug and/or metabolite(s) present.

Contractor shall conduct drug testing prior to assignment and placement and will conduct random drug tests, in compliance this scope of work, on all Security Guards assigned to duty. Contractor shall review all drug tests. Any employee of the Contractor failing a drug test shall not be assigned to duty. Contractor will provide the written results of any drug test within 24 hours of City's request for same.

- F. **Background Checks - At Contractor's expense, and as a prerequisite to placement, Contractor shall perform background and credit investigations on every Lead Security Guard and Back-up Security Guard and furnish the results of same to the Contract Administrator, or designee, who will determine each prospective guard's eligibility for placement with the City, prior to Contractor making placement. Contractor's failure to provide written proof, acceptable to the Contract Administrator, that the above-described background and credit checks were conducted for each Lead Security Guard and Back-up Security Guard prior to placement and are favorable for placement, shall result in the City deducting \$500, for each such unauthorized placement, from the invoice applicable to the month in which such unauthorized placement(s) was/were made.**

Credit Investigations - All credit investigations shall be conducted on a national basis and shall reflect "Actual" credit history. For those prospective Lead Security Guards and Back-up Security Guards who have resided solely in the State of Texas for the ten years immediately preceding their placement with the City, the Contractor need only conduct a State of Texas background

check which shall consist of a search for criminal convictions at the state level and in those counties in which said employee has resided. For those prospective Lead Security Guards and Back-up Security Guards who have resided outside the State of Texas at any time and for any duration of time during the ten years immediately preceding placement with the City, the Contractor shall conduct a national background check which shall consist of a search of the following for criminal convictions: federal records and records of the states and counties/parishes in which said prospective Lead Security Guards and Back-up Security has resided in the ten years immediately preceding placement with the City. All background checks shall search for criminal convictions and Also-Known-As (AKA).

Security Guards must also comply with all Police Department security checks.

An employee of the Contractor failing a background or Police Department check or who, in the opinion of the Contractor or the City, has an abnormally high debt-to-earnings ratio, shall not be assigned to duty at any City facility.

- G. Smoke Free - All City Facilities are "Smoke Free" buildings. Therefore, no smoking is allowed by employees, contractors, vendors, visitors or anyone within the building, including Contractor's employees.
- H. Training/Customer Service - All Security Guards assigned to duty shall be trained and undergo periodic refresher training in the following areas:
- (1) Red Cross-Certified First Aid procedures and resuscitation. Procedures including the use of cardio-pulmonary resuscitation (CPR) and the Heimlich maneuver. **Proof of training for each assigned Security Guard must be submitted to the Contract Administrator.**
  - (2) Communication procedures including the use of portable two-way radio equipment and cellular telephones.
  - (3) Police procedures in: public relations, facility security, personal safety, emergency management, personal assaults, disorderly conduct, public intoxication, juvenile delinquency, patrolling and surveillance and reporting techniques.
  - (4) The Contractor will make sure all Security Guards are trained to write and maintain daily reports, including, but not limited to, those detailed in this scope of work. Security Guards will be trained to document activities or problems in City Facilities, as well as, properly complete accident or incident reports covering mishaps, unusual events, unexpected occurrences, and the like.

## 2. **Contract Employees (All Facilities):**

Contractor's Security Guards and Supervisors will conduct themselves in a businesslike and professional manner at all times. The Contractor expressly agrees to remove from duty any Security Guard whose continued employment is deemed by the Contract Administrator to be contrary to the public interest or inconsistent with the best interest of the City.

**3. Identification of Contract Employees (All Facilities):**

All of Contractor's employees regularly employed as Security Guards or in the direct supervision of Security Guards under this Contract shall be identified by a distinctive uniform complete with photo badge and name tag identifying each employee individually.

**4. Pre-Performance Conference (All Facilities):**

Prior to commencing work under the Contract, the Contractor shall meet in conference with the Contract Administrator to develop mutual understandings relative to this contract and to provide for a smooth assumption of duties.

**5. Damage or Loss of Property (All Facilities):**

The Contractor is responsible for taking action to protect City supplies and equipment and the personal property of its employees from loss, theft, damage, or tampering.

**6. Invoicing Instructions (All Facilities):**

Contractor's invoices will be submitted to the Contract Administrator within five working days following the end of each calendar month in which services are performed. Upon verification of the work performed and charges, the Contract Administrator will process the invoices for payment.

**7. Emergency Procedures (All Facilities):**

Contractor shall be thoroughly familiar with the fire prevention systems and Emergency Procedures Manuals for all Facilities. The Contractor and each Security Guard shall observe and enforce all building Fire and Safety regulations including but not limited to those regarding smoking and shall be cognizant of and observe all requirements for handling and storage of combustible waste, trash, etc. Contractor shall promptly report all infractions of these rules and requirements to the Contractor Administrator.

**8. Contractor Quality Control (All Facilities):**

The Contractor shall establish and maintain a complete Quality Control Program that is acceptable to the Contract Administrator to assure that the requirements of the Contract are provided as specified. The Contractor will also provide supervision to the extent that a senior officer of the Contractor will personally visit and inspect the on duty Security Guard randomly and not less than once during each day time shift. These visits will be recorded in the Daily Log kept by the Security Guard. All new Security Guards duties will be personally supervised by a Lead Security Guard or other experienced person for not less than the initial 16 hours the new Security Guard is on duty, to familiarize the new Security Guard with building systems and procedures before assuming independent duty. At least twice annually, the Contractor will conduct a comprehensive inspection of security operations, requirements, and weaknesses or problems. The results of this inspection will be compiled in a formal report, a copy of which will be given to the Contract Administrator, twice annually. The report will highlight current Contract performance and recommended solutions will be provided for any perceived problem areas.

**9. City Quality Assurance (All Facilities):**

All phases of the services rendered under this Contract are subject to the inspection and approval of the Contract Administrator. If the Contractor's overall performance is unsatisfactory, the Contract Administrator will so notify the Contractor in writing. The Contractor shall reply to such notice in writing within three working days with an outline or plan of corrective action which must be acceptable to the Contract Administrator, or designee. Contractor's continued unsatisfactory performance shall be sufficient cause for termination of this contract.

**10. Facility Specific Requirements:**

**A. City Hall Specific Requirements:**

Services will be provided at **City Hall located at 1201 Leopard Street, Corpus Christi, Texas.** Security services for City Hall apply to all spaces contained within the City Hall building, including, but not necessarily limited to: screening of visitors to City Hall through the walk through metal detector or hand wand. Checking for identification cards of city employees that enter through the public entrance. Monitoring several security cameras that are placed in and around the building, patrolling of atriums, halls, restrooms, office spaces, work areas, conference rooms, public meeting areas, entranceways, lobbies, storage areas, elevators and stairways. Also included are patrolling of those parking areas, porches and walkways, drives and the Remote Utilities Depository Building immediately adjacent to and serving the City Hall complex. Security Access Systems and City Hall Fire Alarm Systems as described herein.

**B. Frost Bank Specific Requirements:**

Services will be provided at the **Frost Bank Building located at 2406 Leopard Street, Corpus Christi, Texas.** The Frost Bank Building also functions as the Emergency Operations Center (EOC) in the event of a disaster. The Contractor shall provide all uniformed Security Guard Surveillance, Security Services, "on-site" monitoring of the Frost Building Security Access Systems and Fire Alarm Systems, as described herein. Security services apply to all spaces contained within the Frost Bank Building, Corpus Christi, Texas, including, but not necessarily limited to: patrolling of halls, restrooms, office spaces, work areas, conference rooms, public meeting areas, entranceways, lobbies, storage areas, elevators and stairways. Also included are patrolling of parking areas, stairwells, porches and walkways, and drives. Requirements for patrolling these areas shall be as outlined in this scope of work.

**C. Juvenile Assessment Center (JAC) Specific Requirements:**

Services apply to all spaces contained within the **JAC located in the Wilson Plaza Building at 615 Leopard Street, Suite 105, Corpus Christi, Texas** including, but not limited to halls, restrooms, office spaces, work areas, public meeting areas, entranceways, lobbies, and storage areas. Also included is the parking area and walkway immediately outside the night-time entry door to the JAC.

On-site surveillance services shall be limited to include working with on-site building security staff on the monitoring, verification and notification of alarms to the appropriate authorities. The Contractor shall be responsible for (a) the

follow-up communication with building security on any signal from the installed building alarm system which shall be maintained by the Wilson Plaza Building and monitored by its own security staff; (b) notification of the activated alarm as it affects the JAC to the Community Services Superintendent and/or designee during normal or overnight working hours; and (c) ensuring all personnel and visitors to the JAC are safely evacuated from the building as required.

Services for the JAC will include, but are not limited to, patrolling the interior and immediate exterior of the office suite to monitor for fire, theft, vandalism, irregular behavior, and unsafe conditions; advising patrons of the posted rules of conduct; opening the office suite in the morning and securing the office suite at the end of the day by ensuring all exit entries are locked; ensuring staff and patrons have cleared the office suite at closing time and, if requested, are safely escorted to their vehicles; and providing public with general directional information.

**D. Libraries Specific Requirements:**

The Libraries to be covered by these Services are as follows:

**La Retama Central Library located at 805 Comanche, Corpus Christi, Texas**

**Ben F. McDonald Public Library located at 4044 Greenwood, Corpus Christi, Texas**

**Dr. Clotilde P. Garcia Public Library located at 5930 Brockhampton, Corpus Christi, Texas**

**Janet F. Harte Public Library located at 2629 Waldron Road, Corpus Christi, Texas**

Services apply to all spaces contained within the Libraries, including, but not limited to: halls, restrooms, office spaces, work areas, public meeting areas, entranceways, lobbies, storage areas, elevators, and stairways. Also included are parking lots, walkways, drives and the book depository immediately adjacent to and/or servicing the Libraries.

On-site surveillance services shall include monitoring, verification and relay to appropriate authority all Fire, Police, security and other emergency alarms contained within the building. Response time for Fire Alarms shall be immediate and for Police and emergency security or panic alarms shall be not more than three minutes. Contractor shall be responsible for (a) the reception of a readily detectable signal from installed building alarm system which shall be maintained by the Libraries; (b) notification of the activated alarm to Contractor owned facilities; (c) discrimination of the type of alarm received as to Fire or security; (d) verification insofar as possible of the validity of the alarm; and (e) relay of the alarm to the appropriate agency, within the specified time limits; (f) two way communications between the uniformed security guard and staff at the public service desk.

Security services for La Retama Central Library will include, but are not limited to: patrolling the interior and exterior of the building to monitor for fire, theft,

vandalism, irregular behavior, and unsafe conditions; advising patrons of the posted rules of conduct; securing the building at closing by: ensuring that patrons and staff have cleared the building at closing, activating security alarm and ensuring that staff reach their vehicles safely at closing.

Services for the Ben F. McDonald Public Library, Dr. Clotilde P. Garcia Public Library and Janet F. Harte Public Library will include, but are not limited to: patrolling the interior of the building to monitor for fire, theft, vandalism, irregular behavior, and unsafe conditions; advising patrons of the posted rules of conduct; ensuring that patrons and staff have cleared the building at closing and ensure that staff reach their vehicles safely at closing.

At all locations: if the security guard suspects that a situation could escalate as to endanger employees, visitors or anyone in the Library, the security guard shall immediately call the Corpus Christi Police Departments 911 for assistance, the immediacy depending upon the situation encountered. The security guard will record incidents in a daily log and inform Library staff of incidents.

**E. O.N. Stevens Water Treatment Plant Specific Requirements:**

Services will be provided on an as needed basis at the **O.N. Stevens Water Treatment Plant located at 13101 Up River Road, Corpus Christi, Texas. Task Orders will be issued for Security Guards at the O.N. Stevens Water Treatment Plant when the need arises for these services.** Security Guard services apply to personnel and visitor monitoring of gate located on Hearn Road.

**F. Airport Specific Requirements:**

Services will be provided on an as needed basis at the **Airport located at 1000 International Drive, Corpus Christi, Texas. Task Orders will be issued for Security Guards at the Airport when the need arises for these Services.** Security Guards will patrol outside the buildings, outside parking areas, and man stationary gate checkpoints. Specific duties include checking the identity of driver's license of personnel wanting to enter secured areas of the airport, searching vehicles, and prohibiting unauthorized vehicles from parking in the proximity of the terminal building. While providing security services for events, the Security workers may be expected to guard against unauthorized entry and direct traffic in the parking areas. Many of these duties will involve public contact, therefore it is important that Security Workers be of good character, possess good communication skills, and pay attention to their personal appearance. They should have some experience in watching and safeguarding property, have the ability to give routine information, and be able to deal effectively with people in difficult circumstances.

**G. Corpus Christi – Nueces County Public Health District:**

Services will be provided at **Corpus Christi/ Nueces County Public Health District (CCNCPHD) located at 1702 Horne Road, Corpus Christi, Texas.** Security services for **CCNCPHD** apply to all spaces contained within the **CCNCPHD** building, including, but not necessarily limited to: patrolling of the lobby, halls, restrooms, office spaces, work areas, conference rooms, entranceways, storage areas, elevators and stairways. Also included are patrolling of those

parking areas, loading docks, walkways, and the W.I.C external building and modular building immediately adjacent to CCNCPHD complex. Security Access Systems and CCNCPHD Fire Alarm Systems, and security camera monitoring system of CCNCPHD as described herein.

**11. Work Site and Conditions:**

**A. City Hall** – Services for City Hall shall be provided around the clock (24 hours per day, every day of the year). The work shall be performed in and about the City Hall building, Corpus Christi, Texas. The building consists of a basement, ground floor, five upper level floors with a mezzanine level for elevator operating equipment, and two stair wells. Net floor area in the building is approximately 130,000 square feet which consists primarily of commercial office spaces. The basement contains storage, training room, print shop, mail room, loading dock, mechanical room, computer center, and various office spaces. The first floor contains the main atrium, four prominent entrances, the office of the Mayor and City Secretary, City Council Chambers with meeting rooms, Utilities Business Offices and Collections, Central Tellers and Cash Management, Senior Community Services, E-Government, and Human Relations. Second floor through fifth floor contain offices, meeting rooms, storage, and reception areas. Sixth floor contains a meeting room, wellness clinic, and fitness room. Each floor has a male and female restroom. The City Hall building is served by three passenger elevators, one freight elevator; and two escalators. The escalators only serve the first and second floor levels. Also included are three paved and lighted on-site parking lots and a Remote Utilities Depository Building.

City Hall is equipped with a metal detector, Security Access System, Closed Circuit Television System with multiplex monitors and recording capabilities serving several areas, an automatic fire alarm system and a full sprinkler (fire suppression) system. Some of the areas monitored by CCTV include Central Cashiering/Utilities Collection area, the City Secretary/Mayor's reception area, the four main entrances to the ground floor, and the loading dock in the basement. The City Council Chambers, City Secretary's Office, Mayor's Office and City Manager's Office, and Central Cashiering are equipped with panic alarms. As part of the Security Access System, the exterior doors and selected interior doors to certain secured areas are controlled by magnetic locks and card readers as well as by locking hardware. The Fire Alarm System and the Security Access System are located in the Security Center on first floor.

The City Hall building is open to the public during normal business hours from 8 a.m. to 5 p.m., Monday through Friday except official City holidays. The City Council Chambers and other conference areas in the building are used for public meetings after normal business hours on a recurring basis. Customarily, after hours meetings are limited to the basement training room, first floor conference rooms, and City Council Chambers. On an average work day, the building houses approximately four hundred City employees and receives between one and two thousand visitors. Except for specific areas under lock and key, City Hall is generally open to the public during normal business hours.

Security Guard Surveillance and Patrolling Procedures: Security Guards shall be assigned to duty at City Hall as follows:

Shift A - Lead Security Armed Guard from 6:00 am to 3:00 pm, Monday through Friday. Lead Security Guard shall address any concerns that City staff may have regarding the security of the building, grounds, and parking lots, and shall be able to provide direction to the back-up security guard in order to get these resolved.

A second Armed Security Guard which is the back-up to the Lead Security Guard shall be assigned to duty at City Hall from 7:00 am to 6:00 pm, Monday through Friday.

Security Screeners: Two unarmed security guards will be positioned at the metal detector from 7:30 am until 5:00 pm. These two guards will welcome visitors to City Hall and direct them through the metal detector. If the metal detector is activated, a guard will wand the visitor with a hand wand to determine the source of the activation. The guards will also check employees that enter this entrance to make sure they have City identification cards. If so, they may pass without going through the metal detector.

Shift B - The afternoon unarmed security guard will be assigned to duty from 3:00 pm to 11:00 pm, Monday through Friday.

Shift C - The night unarmed security guard will be assigned to duty from 11:00 pm to 7:00 am, Monday through Friday night into Saturday morning.

Weekend Shifts: One unarmed Guard shall be assigned to City Hall from 7:00 am Saturday until 7:00 pm Saturday night. One unarmed guard will be assigned to City Hall from 7:00 pm Saturday night to 7:00 am Sunday Morning. One unarmed guard will be assigned to City Hall from 7:00 am Sunday to 7:00 pm Sunday night. One unarmed guard will be assigned to City Hall from 7:00 pm Sunday night to 7:00 am Monday Morning.

The weekend shift guards shall be responsible for patrolling the building's interior spaces. This shift may be broken up by Contractor.

Besides providing industry standard Security Procedures and those identified in this Section, Security Guards shall provide for the following:

Security Guards shall be responsible for screening visitors to City Hall through the walk through metal detector or wand. Checking for identification cards of city employees that enter through the public entrance. Patrolling the building's interior spaces, grounds, and parking lots. The Security Guard that is assigned to patrol the building's interior shall require that transients, vagrants, and others that are in City Hall for other than the conduct of normal business will peacefully leave the building. If the Security Guard suspects that a situation could escalate so as to endanger employees, visitors, or anyone in or at City Hall, he/she shall immediately call the Corpus Christi Police Department 911 for assistance, the immediacy depending upon the situation encountered.

The Security Guard that is assigned to patrol the exterior or the parking lots, shall carry a cellular phone at **all** times while he/she is outside of the building. Special emphasis shall be paid to parking lot patrolling while employees are arriving for work in the morning and returning to their cars in the evening.

Shift B Security Guards shall be responsible for screening visitors to City Hall through the walk through metal detector or wand. Checking for identification cards of City employees that enter through the public entrance. Patrolling the building's interior spaces. Additionally, special emphasis shall be paid to parking lot monitoring while attendees of after hour meetings are returning to their cars at night. **The Security Guard shall be available to and responsible for escorting individuals from City Hall to their vehicles outside of normal business hours, if requested.** While escorting outside of the building, outside normal business hours, the Security Guard shall carry a cellular phone at all times while he/she is outside the building.

Shift C Security Guards shall be responsible for patrolling the building's interior spaces.

- B. Frost Bank –** The work shall be performed in and about the Frost Building, Corpus Christi, Texas by Level 2 Unarmed Security Guards. The hours services are required are Monday through Friday 6:00 a.m. – 10:00 p.m. The building consists of a ground floor and four upper level floors. Net floor area in the building is an approximately 41,289 square feet which consists primarily of commercial office spaces. The first floor contains the main lobby, with one prominent entrance, Development Services, and cashiering services. Second floor through third floor contain offices, kitchen area, meeting rooms, storage, and reception areas of the Fire Department. Fourth floor contains the EOC, meeting rooms, office spaces, storage, and media area. Each floor has a male and female restroom. The Frost building is served by one elevator. Also included is an L-shaped paved and lighted on-site parking lot.

The Frost Building is equipped with a Security Access System, Closed Circuit Television System with multiplex monitors and recording capabilities serving several areas, an automatic fire alarm system and a full sprinkler (fire suppression) system. As part of the Security Access System, the exterior doors and selected interior doors to certain secured areas are controlled by magnetic locks and card readers as well as by locking hardware. The Fire Alarm System and the Security Access System are located in an office on the third floor monitored by the Fire Department.

The Frost Building is open to the public during normal business hours from 8 a.m. to 5 p.m., Monday through Friday except official City holidays. The conference areas in the building are used for public meetings after normal business hours on a recurring basis. On an average work day, the building houses approximately one hundred City employees and receives about five hundred visitors. Except for specific areas under lock and key, the Frost Building is generally open to the public during normal business hours. The public is to be escorted into any office on first floor by either City Staff or Security personnel.

Security Services for the Frost Bank Building shall be required **16** hours per day, five days a week for 52 weeks out of the year.

Security Guard Surveillance and Patrolling Procedures: A Level 2 Unarmed Security Guard shall be assigned to duty at the Frost Building from 6:00 a.m. to 10:00 p.m., Monday through Friday. Lead Security Guard shall address any concerns that City staff may have regarding the security of the building, grounds, and parking lots, and shall be able to provide direction to the back-up security guard in order to get these resolved. This shift may be broken up by the Contractor.

Besides providing industry standard Security Procedures and those identified in the contract, Security Guards shall provide for the following:

The Security Guard assigned to Frost Bank shall be responsible for continuously patrolling the building's interior spaces, grounds, and parking lots. The Security Guard that is assigned to patrol the building's interior shall require that transients, vagrants, and others that are in Frost Building for other than the conduct of normal business will peacefully leave the building. If the Security Guard suspects that a situation could escalate so as to endanger employees, visitors, or anyone in or at Frost Building, he/she shall immediately call the Corpus Christi Police Department 911 for assistance, the immediacy depending upon the situation encountered. The Security Guard assigned to Frost Bank shall patrol the exterior of the building and the parking lots frequently. The Security Guard shall carry a cellular phone at all times while outside of the building. Special emphasis shall be paid to parking lot patrolling while employees are arriving for work in the morning and returning to their vehicles in the evening. Additionally, special emphasis shall be paid to parking lot monitoring while attendees of after hour meetings are returning to their vehicles at night. The Security Guard shall be available to and responsible for escorting individuals from Frost Building to their vehicles outside normal business hours, if requested. While escorting outside of the building, outside normal business hours, the Security Guard shall carry a cellular phone at all times while he/she is outside the building.

**C. JAC -**

The work shall be performed at the Juvenile Assessment Center located in the Wilson Plaza Building at 615 Leopard Street, Suite 105, Corpus Christi, TX. The office suite is located on the first floor of the Wilson Plaza Building. The suite area is approximately 4,800 square feet which consists primarily of a lobby and reception desk area, plus ten offices, three storage rooms, a kitchen area, three rest rooms, a large conference with an adjacent open office area. Also included is public parking immediately in front of the office suite. The suite contains four entry/exit doorways.

The office suite is open to the public for normal daytime business from 8:00 a.m. to 7:00 p.m. daily from Monday through Thursday, and Friday 8:00 a.m. to 5:00 p.m. except City of Corpus Christi holidays. The JAC is also open overnight from 10:30 p.m. to 6:30 a.m. each and every night for 365 days a

year, regardless of holidays. The Contractor will be expected to maintain the following schedule:

Monday through Friday*	9:00 a.m.	5:00 p.m.
Monday through Sunday**	10:30 p.m.	6:30 a.m.

\*Guards are only needed for daytime shift when school is in session.

\*\*Office to remain locked at night except to admit a law enforcement officer.

On an average work day, the office suite houses about 8 City of Corpus Christi employees during the day and receives one to twenty visitors (1 employee and 3 visitors at night). Except for specific areas restricted to JAC personnel, the suite is open to the public during daytime working hours.

Periodically, JAC personnel may encounter difficulty identifying a parent or legal guardian to pick up a youth in JAC custody. JAC personnel may be required to stay beyond normal working hours until a responsible adult or a representative of Child Protective Services arrives. It is the expectation of the Contract Administrator that the Contractor ensures the security guard remain at his or her post at the JAC until the youth is released or the guard is relieved of duty by another security guard or a supervisor.

**D. Libraries –** The work shall be performed at the main library, La Retama Central Library and designated branches which are generally open to the public. Security guards shall be responsible for continuously patrolling the building's interior spaces, grounds and parking lots. Security guards will observe staff walking to their vehicles at closing. La Retama Central Library consists of two operating floors and a closed third floor. Net floor area in the building is about 55,000 square feet which consists primarily of public areas. Public restrooms are located on both floors. The building is serviced by two elevators, one passenger and one freight.

**La Retama Central Library** houses 17 Library and approximately 11 Police employees, with over 12,000 visitors a month. The Contractor will be expected to maintain the following schedule:

Tuesday through Saturday	11:00 a.m.	6:30 p.m.
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**Ben F. McDonald Public Library**, 14,420 square feet, houses nine employees and receives on average over 9,000 visitors a month. The Contractor will be expected to maintain the following schedule:

Monday through Wednesday	3:00 p.m. to 8:15 p.m.
Thursday through Friday	2:00 p.m. to 6:15 p.m.
Saturday	1:00 p.m. to 6:15 p.m.

**Dr. Clotilde P. Garcia Public Library**, 13,233 square feet, a joint facility with Kaffie Middle School, houses nine Library and two school employees, with over 12,000 visitors a month. The Contractor will be expected to maintain the following schedule:

Monday and Tuesday	3:30 p.m. to 8:15 p.m.
Wednesday	3:30 p.m. to 9:15 p.m.
Thursday through Friday	3:00 p.m. to 6:15 p.m.

**Janet F. Harte Public Library**, 19,900 square feet, a joint facility with the Flour Bluff High School houses nine Library and two School employees, with over 13,000 visitors a month. The Contractor will be expected to maintain the following schedule:

Monday through Thursday	3:15 p.m. to 8:15 p.m.
Friday	2:15 p.m. to 6:15 p.m.

**E. O.N. Stevens –**

The O.N. Stevens Water Treatment Plant is open to the public only by prior arrangement during normal business hours from 8:00 a.m. to 5:00 p.m., Monday – Friday.

If needed, the Security Guard shall be assigned to duty at the O.N. Stevens Water Treatment Plant work hours will be from 8:00 am to 5:30 pm Monday - Friday.

Security Guard shall be responsible for continuously monitoring the Hearn Road entry gate at the O.N. Stevens Water Treatment Plant. If the Security Guard suspects that a situation could escalate so as to endanger employees, visitors, or anyone in or at the O.N. Stevens Water Treatment Plant, the Security Guard shall immediately call the Corpus Christi Police Department 911 for assistance, the immediacy depending upon the situation encountered. The Security Guard shall carry a cellular phone at all times that they are outside of the Security Guard Station.

**F. Airport –**

If needed, the work shall be performed at the Corpus Christi International 1000 International Drive in several locations on the property. The primary location is at the entrance to the Rental Car Ready Return Lot just east of the main terminal building. Other locations may include the terminal building, curbside in front of the building, parking lot facilities, and at other security gates around the perimeter of the airport. Current hours of operations are Monday – Friday 3:30 a.m. to 11:30 p.m. or after the last flight has arrived for the evening. On occasion the position will needed to be staffed outside of normal hours due to late flights. Hours and the number of required personnel are subject to change depending on the requirements of the Department of Homeland Security-Transportation Security Administration (DHS-TSA). Work may need to be performed in all types of weather conditions including inclement. Since the Rental Car Return Post is not equipped with any bathroom facilities, it shall be the Contractor's responsibility to provide their employees with breaks. Guards leaving their post without a suitable authorized CClA badged guard from the Contractor will result in the Guard being removed from the post and would constitute a security violation and breach of contract.

**G. Corpus Christi – Nueces County Public Health District –**

The staff requirements of the CCNCPHD are one Security Guard for surveillance and staff, patient, and property safety & protection. The work shall be performed at the Corpus Christi-Nueces County Public Health District ("CCNCPHD") located at 1702 Horne Road. The primary entrance to the property is from Horne Road with a secondary access entrance from Greenwood Drive. There are also two freestanding buildings on the property that require services: the Women, Infant and Children ("W.I.C") building located directly behind the main facility, and the ("W.I.C") mobile administration building directly adjacent to the main W.I.C building. The main facility consists of two operating floors with fifteen individual sections, a lobby, and an auditorium. Included on the facility property are several areas of parking immediately adjacent to all three buildings. The property has a gated area for mobile equipment to the north side of the building that is accessible by a PIN Code. The main building is serviced by one elevator and two stairwells. The CCNCPHD is open to the public during the normal business hours of 8:00 a.m. to 5:00 p.m. daily from Monday through Friday; however, on the first Monday of each month the facility is open from 8:00 a.m. to 6:00 p.m. The CCNCPHD is closed for all City of Corpus Christi observed holidays. The Contractor will be expected to maintain the following schedule:

First Monday of each month	8:00 am – 6:30 pm
Monday – Friday	8:00 am – 5:00 pm

**12. Installed Systems:**

The following systems are to be monitored for each location:

**A. City Hall –**

- (a) Fire alarm monitor and control: Bosch Security / Microm
- (b) Card access control system and ID Badge: RS2 Technologies
- (c) Video surveillance system, cameras and digital video recorders: Vicon Industries

**B. Frost Bank –**

- (a) Fire alarm monitor and control: Bosch Security / Notifier
- (b) Card access control system and ID Badge: RS2 Technologies
- (c) Video surveillance system, cameras and digital video recorders: Vicon Industries
- (d) Intercommunication System: Ring Communications

**C. JAC –**

- (a) Fire alarm monitor and control
- (b) Security Alarm monitor and control

**D. Libraries –**

- (a) Fire alarm monitor and control
- (b) Security Alarm monitor and control

**E. O.N. Stevens –**

None at this time

**F. Airport –**

None at this time

**G. Corpus Christi – Nueces County Public Health District –**

**The following systems are to be monitored for this location:**

- (a) Fire alarm monitor and control (Safeguard services)
- (b) Security Alarm monitor and control (Safeguard services)
- (c) Card access control system and ID Badge (Safeguard services)
- (d) Video surveillance system, cameras and digital video recorders (Safeguard services)

**13. Reports:**

The Contractor will prepare and submit the following reports for the **City Hall, Frost Bank, JAC, the Libraries, O.N. Stevens\*, Airport and Corpus Christi – Nueces County Public Health District:**

(a) **Daily log** - This report will be a running summary of activities of note during each work shift in the building and its environs. As a minimum the following items will be noted by the security guard and recorded in the log:

- (1) Name and rank of Security Guard.
- (2) Time on duty, time off duty.
- (3) Acknowledgment that oncoming Security Guard has read and understands all special instructions for the location.
- (4) Acknowledgment that required rounds of the building and adjacent areas have been made.
- (5) Unlocked doors after regular working hours or scheduled closing
- (6) Faulty or missing equipment in the building.
- (7) Fire hazards of any kind including trash accumulation and inoperative exits or blocked fire routes.
- (8) Lights or electrical equipment left on.
- (9) Safety hazards of any type.
- (10) Any violation of established security rules.

\*For O.N. Stevens only reports (a) (1)-(4) will be required.

(b) **Accident or Incident Report:** Reports of accidents or incidents on City premises will be promptly written as occurring and provided to the Contract Administrator. Such reports will be completed in full by the Lead Security Guard on duty at the time of the accident/incident and made available immediately to the Contract Administrator, Risk Management and the Contractor.

(c) Copies of each Daily Log and any accident or incident reports shall be faxed to the Contract Administrator or designee not later than 8:30 a.m. on the business day following the day the reports were made.

- (d) Each Quarter, the Contractor will provide an analysis, based on actual inspection of security operations in the facility. Report will contain a comprehensive description of all perceived problem areas and recommendations for correction.

**For each report not turned in to the Contract Administrator by the specified due date, the City will deduct \$50 from the next monthly invoice.**

**The Contractor will prepare and submit the following additional reports for City Hall and Frost Bank only:**

**Sign-In/Sign-Out log** - This record shall be maintained after normal working hours and shall contain the names, time of arrival, destination, and time of departure of all visitors to each location except those City employees who have been issued security access cards.

With the exception of the City Manager, Assistant City Managers, identified maintenance and designated management personnel, unless they have their own keys, employees will be admitted only to the areas in which they are normally employed. Any exceptions must have prior approval by the responsible operating department head or the Contract Administrator.

**The Contractor will prepare and submit the following additional reports for JAC only:**

- (a) **Officer's Daily Intake Log** – this chart contains information about youth brought to the JAC by law enforcement officers for committing a curfew or other Class C misdemeanor offense. Security guards will be expected to provide the following information:
- (1) Date (month/day/year)
  - (2) Time of shift
  - (3) Name of security guard on duty
  - (4) Full name of any juvenile brought by a law enforcement officer to the JAC
  - (5) Name of juvenile's school and enrollment status
  - (6) Time juvenile brought in and picked up by parent
  - (7) Referring law enforcement agency
  - (8) Name and relationship of person to whom youth was released
- (b) **Personal Property Report** – this report is an account of personal property collected from the youth accepted into JAC custody for a Class C misdemeanor. The items are collected to protect the safety of JAC personnel, security guards and visitors and to ensure all important and valuable items are returned in the presences of the juvenile's parent or legal guardian. Items are kept in secured storage. At a minimum, the security guard will note the following information:
- (1) Name of youth in JAC custody
  - (2) Name of security guard on duty who will collect personal property
  - (3) Money or other valuables collected

- (4) Medications in the youth's possession
- (5) Date (month/day/year)
- (6) Time property collected/returned
- (7) Youth's and parent's/legal guardian's signatures

**14. Emergency and Alarm Surveillance/Monitoring:**

**A. Requirements for City Hall** - Contractor shall provide for "on-site" monitoring of the Security Access System at City Hall.

For all security and medical emergencies, the Security Guard on duty shall notify the Corpus Christi Police Department 911 and immediately report the type of emergency and request assistance. Under non-emergency circumstances, when police assistance is required, the **Lead Security Guard** shall notify the Corpus Christi Police Department to request assistance.

**B. Requirements for O.N. Stevens** - Contractor shall provide for "on-site" monitoring of the Security Gate Access System. For all security and medical emergencies, the Security Guard on duty shall notify the Corpus Christi Police Department 911 and immediately report the type of emergency and request assistance. Under non-emergency circumstances, when police assistance is required, the Security Guard shall notify the Corpus Christi Police Department to request assistance.

**15. Facilities And Equipment Provided by the City:**

**A. Provided for City Hall -**

The City will provide the Contractor space in the Security Center on the first floor of City Hall. The City will provide the output of the various installed alarm systems which terminate in the Security Center, the use of landline telephones excluding long distance services. No other equipment will be provided by the City. The City is responsible for the maintenance and upkeep of all systems noted above.

**B. Provided for Frost Bank -**

The City will provide the Contractor space in the Security Center on the first floor of the Frost Building. The City will provide to the Contractor for the use of landline telephones excluding long distance services. No other equipment will be provided by the City. The City is responsible for the maintenance and upkeep of all systems noted above.

**C. Provided for JAC –**

The JAC will make certain accommodations available to the Contractor in the JAC office suite. A desk, chair and phone will be available for use by the security guard. Also a storage space will be available for the security guard to maintain the youth's personal property in safekeeping.

**D. Provided for Libraries –**

Only La Retama Central Library will make available to the Contractor space in the shipping/receiving area on the first floor of La Retama Central Library. No other equipment will be provided by the Library.

**E. Provided for O.N. Stevens –**

The City will provide the Contractor space in the Hearn Road Gate Security Guard Station at the O.N. Stevens Water Treatment Plant. No other equipment will be provided by the City. The City is responsible for the maintenance and upkeep of all items noted above.

**F. Provided for Airport –**

CCIA may furnish an all-weather enclosure/ guard station for use at the Rental Car Ready Return Lot entrance if available. Contractor furnished equipment shall be subject to the inspection and approval of the Contract Administrator and CCIA prior to being placed in service and during the life of this Contract

**G. Provided for Corpus Christi – Nueces County Public Health District -**

CCNCPHD will make available to the Contractor space in the main lobby switchboard area on the first floor of the main building. No other equipment will be provided by the CCNCPHD.

**16. Contractor Furnished Supplies and Equipment:**

**A. Requirements for City Hall and Frost Bank -**

Except for those items expressly noted as provided by the City, the Contractor shall furnish all supplies and equipment required for the execution of the Contract, including, but not limited to two, two-way portable radios, and/or cellular phone(s). Contractor furnished equipment shall be subject to the inspection and approval of the Contract Administrator prior to being placed in service and during the term of this Contract.

**B. Requirements for JAC –**

Except those items expressly noted as provided by the JAC only, the Contractor shall furnish all supplies and equipment required for the execution of the Contract, including, but not limited to the two, two-way portable radios and/or cellular phones. Contractor furnished equipment shall be subject to the inspection and approval of the Contract Administrator prior to being placed in service and during the life of this Contract.

**C. Requirements for Libraries –**

Except those items expressly noted as provided by the libraries, the Contractor shall furnish all supplies and equipment required for the execution of the Contract, including, but not limited to the two, fully functional two-way portable radios and/or cellular phones. Contractor furnished equipment shall be subject to the inspection and approval of the Contract Administrator prior to being placed in service and during the life of this Contract.

**D. Requirements for O.N. Stevens –**

The Contractor shall furnish a cellular phone.

**E. Requirements for Airport -**

Except those items expressly noted as provided by CCIA only, the Contractor shall furnish all supplies and equipment required for the execution of the Contract, including, but not limited to the two, two-way portable radios and/or cellular phones, all safety equipment including a current ANSI compliant safety vest, a flashlight, foul weather gear, and any necessary office supplies. One two way radio shall be provided to the Airport Dispatch Center for directly line communication as required by TSA Security Directives.

**F. Requirements for Corpus Christi Nueces County Public Health District –**

Except those items expressly noted as provided by CCNCPHD only, the Contractor shall furnish all supplies and equipment required for the execution of the Contract, including, but not limited to the two, two-way portable radios and/or cellular phones. Contractor furnished equipment shall be subject to the inspection and approval of the Contract Administrator prior to being placed in service and during the life of this Contract.

**17. Security Guard Access to the Building:**

**A. Requirements for City Hall and Frost Bank -**

A magnetic access card and one set of keys will be issued to the Contractor. It shall be the Contractor's responsibility to ensure the keys are safeguarded and that City Hall is secured at the end of each business day, normally 6:00 p.m. or a time specified by the Contract Administrator. The Contractor will be liable for re-keying, replacing, or otherwise altering locks and security systems should these locks or systems become compromised as a result of Contractor's or any Security Guard's negligence. Since it is the responsibility of the Contractor to provide adequate building security, the Contractor shall be liable for the loss of or damage to any goods or materials which may occur as a result of negligence or malpractice, theft, or tampering of any kind on the part of the Contractor or any Security Guard.

**B. Requirements for JAC –**

If the Contractor is able to assign regular security guards for day, night and weekend shifts, the JAC will consider issuing keys to the Contractor. Otherwise, only the key pad code to JAC's back door will be issued to the Contractor. It shall be the Contractor's responsibility to insure the keys are safeguarded and the building secured at the end of each business day, normally 7:00 p.m., Monday through Thursday, and 5:00 p.m., Friday and Monday through Sunday overnights at 6:30 a.m., or a time specified by the Contract Administrator. The Contractor will be liable for re-keying, replacing, or otherwise altering locks and security systems should these locks or systems become compromised as a result of Contractor's or any Security Guard's negligence. Since it is the responsibility of the Contractor to provide adequate office security, the Contractor shall be liable for the loss of any goods or materials which may occur as a result of negligence or malpractice of any kind on the part of the Contractor or its employees.

**C. Requirements for Libraries –**

Only La Retama Central Library's keys for those doors entering into common spaces will be issued to the Contractor. It shall be the Contractor's responsibility to ensure the keys are safeguarded and the building secured at the end of each business day, normally 6:30 p.m., Tuesday through Saturday, or a time specified by the Contract Administrator. The Contractor will be liable for re-keying, replacing, or otherwise altering locks and security systems should these locks or systems become compromised as a result of Contractor's or any Security Guard's negligence. Since it is the responsibility of the Contractor to provide adequate building security, the Contractor shall be liable for the loss of any goods or materials which may occur as a result of negligence or malpractice of any kind on the part of the Contractor or its employees.

**D. Requirements for O.N. Stevens -**

A set of keys will be issued to the Contractor, and it shall be the Contractor's responsibility to ensure the keys are safeguarded and the Guard shack and Hearn Road entry gate at the O.N. Stevens Water Treatment Plant is secured at the end of each business day, normally 4:00 p.m. or a time specified by the Contract Administrator. The Contractor will be liable for re-keying, replacing, or otherwise altering locks and security systems should these locks or systems become compromised as a result of Contractor's or any Security Guard's negligence. Since it is the responsibility of the Contractor to provide adequate building security, the Contractor shall be liable for the loss of or damage to any goods or materials which may occur as a result of negligence or malpractice, theft, or tampering of any kind on the part of the Contractor or any Security Guard.

**E. Requirements for Airport -**

A CCIA Access Control Media badge and one set of keys will be issued to each individual employee of the Contractor. It shall be the Individual/Contractor's responsibility to ensure the badge and any keys are safeguarded and that they are accounted for. The contractor shall be responsible for the cost of the badge and the deposit. Lost badges and keys may result in the revocation of privileges in accordance with TSA rules and regulations (49 CFR Part 1520, 1540, and 1542) and reissue fees. The contractor shall designate two individuals as Signatory Authorities as per the TSA approved Airport Security Program. It shall be the responsibility of the Signatories to liaison with the Airport Badging Office for all access control related issues including audits.

The Airport will provide onsite training for the performance of job related duties as well as each individuals responsibilities under the CCIA ASP. Failure to comply with any Security Directive, the CCIA ASP, or any procedure may necessitate the removal of the individual from the post. The contractor would need to be able to replace an individual within four hours upon notification by CCIA for any reason. Individuals may be subject to covert testing by the TSA or CCIA that verify that the security guard is performing their required functions satisfactory.

The Contractor will be liable for re-keying, replacing, or otherwise altering locks and security systems should these locks or systems become compromised as a result of Contractor's or any Security Guard's negligence. Since it is the responsibility of the Contractor to provide adequate building security, the Contractor shall be liable for the loss of or damage to any goods or materials which may occur as a result of negligence or malpractice, theft, or tampering of any kind on the part of the Contractor or any Security Guard. The contractor will also be responsible for paying any fines levied by TSA against CCIA due to the failure of the individual to perform their function in accordance with TSA and CCIA rules and regulations.

**F. Requirements for Corpus Christi Nueces County Public Health District –**

Only CCNCPHD keys for those doors entering into common spaces will be issued to the Contractor. It shall be the Contractor's responsibility to ensure the keys are safeguarded and the building secured at the end of each business day, normally 5:30 p.m., Monday through Friday, or a time specified by the Contract Administrator. The Contractor will be liable for re-keying, replacing, or otherwise altering locks and security systems should these locks or systems become compromised as a result of Contractor's or any Security Guard's negligence. Since it is the responsibility of the Contractor to provide adequate building security, the Contractor shall be liable for the loss of any goods or materials which may occur as a result of negligence or malpractice of any kind on the part of the Contractor or its employees.

**18. Special Instructions to the Contractor (All Facilities):**

The Contract Administrator will provide special instructions pertaining to the smooth and efficient operation of Security Guard Surveillance and monitoring services for all Facilities. Such instructions will be provided in three categories:

- (a) Written standing instructions which will be directives of a permanent nature that will remain in force until formally changed or canceled. These will be instructions that pertain to the normal operation and preservation of good order and efficiency within the building and environs for all Facilities.
- (b) Written temporary instructions will be related to the specific event or operation which is expected to be completed during a specific time frame. These instructions will normally be canceled on completion of the event or operation for which they are written.
- (c) Verbal temporary instructions will be provided to the Contractor by the Contract Administrator, or designee, to address unforeseen incidents or problems which may develop. They will pertain only to the specific situation for which they are provided.

While it shall be the responsibility of the Contractor to carry out such special instructions given by the Contractor Administrator, it is the obligation of the Contractor to offer comment or recommendations regarding any such

instructions which may bear improvement or be contrary to established security practices. Such comment or recommendation may be given verbally, but must be followed by written notice to the Contract Administrator from the Contractor.

Special instructions to the Contractor will be given only by the Contract Administrator or designee specified in writing. Further, the City agrees that any claims arising from third parties against the Contractor for acts and/or omissions directed by the City and giving rise to such claims are the responsibility of the City unless negligence or malpractice on the part of the Contractor or any Security Guard is indicated. Each party waives any and all rights of recovery against the other party for damage to the premises or loss of property as a result of fire or force majeure except in instances involving the negligence or malpractice of either party.

**19. City Contract Administrators (All Facilities):**

The Contract Administrator for the City of Corpus Christi is the City Police Liaison Officer assigned to City Hall by the Police Department. The Contract Administrator shall be the single point of contact for the Contractor for all matters and shall keep all records pertaining to this contract. The Contract Administrator shall approve all phases of performance and operations under this Contract including authorization for payment. The Contract Administrator or his/her designee shall be the single point of contact for the Contractor for all matters. The Contract Administrator may change over time and any such changes will be given to the Contractor in writing.

**Primary & City Hall Contract Administrator –**

**Senior Officer Marc Harrod  
City Hall Liaison Officer  
1201 Leopard St., 78401  
361-826-1751  
[March@cctexas.com](mailto:March@cctexas.com)**

**Frost Bank Contract Administrator –**

**Senior Officer Marc Harrod  
City Hall Liaison Officer  
1201 Leopard St., 78401  
361-826-1751  
[March@cctexas.com](mailto:March@cctexas.com)**

**JAC Contract Administrator –**

**David Prado  
615 Leopard St. Ste. 105, 78401  
361-826-4005  
[DavidP3@cctexas.com](mailto:DavidP3@cctexas.com)**

**Libraries Contract Administrator –**

**Gabby Salazar  
805 Comanche St., 78401  
361-826-7015  
[GabbyS@cctexas.com](mailto:GabbyS@cctexas.com)**

**O.N. Stevens Contract Administrator –**

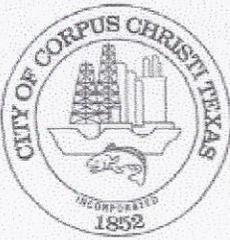
**Miguel Diaz  
13101 Leopard St., 78410  
361-826-1217  
[MiguelD@cctexas.com](mailto:MiguelD@cctexas.com)**

**Airport Contract Administrator –**

**Chief John L. Hyland  
1000 International Drive, 78406  
361-289-0171  
[JohnHy@cctexas.com](mailto:JohnHy@cctexas.com)**

**Corpus Christi Nueces County Public Health District Contract Administrator -**

**Antwine D. Charles, Sr.  
1702 Horne Rd., 78416  
361-826-7324  
[AntwineC@cctexas.com](mailto:AntwineC@cctexas.com)**



**CITY OF CORPUS CHRISTI**  
**Pricing Form**  
**PURCHASING DIVISION**  
**RFP No. 152**  
**Uniformed Security Guard Services**

PAGE 1 OF 2

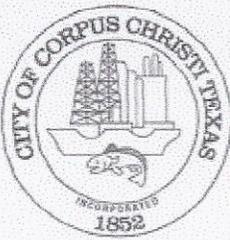
DATE: August 18, 2016

BasE Security & Fire Consultants, LLC.  
 PROPOSER

*S. Basil*  
 AUTHORIZED SIGNATURE

1. Refer to "Instructions to Proposers" and Contract Terms and Conditions before completing bid.
2. Quote your best price for each item.
3. In submitting this bid, Proposer certifies that:
  - a. the prices in this proposal have been arrived at independently, without consultation, communication, or agreement with any other Proposer or competitor, for the purpose of restricting competition with regard to prices;
  - b. Proposer is an Equal Opportunity Employer; and the Disclosure of Interest information on file with City's purchasing office, pursuant to the Code of Ordinances, is current and true.
  - c. Proposer has incorporated any changes issue through Addenda to the RFP in this pricing.

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1.0	<b>City Hall</b> - Estimated hours of security service required for 12 months				
1.1	Lead Security Guards posted at City	8,943	HRS	\$14.75	\$131,909.25
1.2	Backup Security Guards posted at City Hall	2,080	HRS	\$14.75	\$ 30,680.00
1.3	Security Screeners posted at City Hall	2,080	HRS	\$14.75	\$ 30,680.00
2.0	<b>Frost Bank Building</b> - Estimated hours of security service required for 12 months				
2.1	Unarmed Level 2 Security Guards posted at Frost Building	4,160	HRS	\$14.75	\$ 61,360.00
3.0	<b>Juvenile Assessment Center</b> - Estimated hours of security service required for 12 months				
3.1	Unarmed Level 2 Security Guards posted at Juvenile Assessment Center	5,156	HRS	\$14.75	\$ 76,051.00



ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
4.0	<b>City's Public Libraries</b> - Estimated hours of security service required for 12 months				
4.1	Unarmed Level 2 Security Guards posted at La Retama Central Library	1,950	HRS	\$14.75	\$ 28,762.50
4.2	Unarmed Level 2 Security Guards posted at Ben F. McDonald Public Library	1,456	HRS	\$14.75	\$ 21,476.00
4.3	Unarmed Level 2 Security Guards posted at Janet F. Harte Public Library	1,040	HRS	\$14.75	\$ 15,340.00
5.0	<b><u>O.N. Stevens Water Treatment Plant</u></b> - Estimated hours of security service required for 12 months, if needed				
5.1	Unarmed Level 2 Security Guards posted at O.N. Stevens Water Treatment Plant	2,470	HRS	\$14.75	\$ 36,432.50
6.0	<b><u>Corpus Christi International Airport</u></b> - Estimated hours of security service required for 12 months, if needed				
6.1	Unarmed Level 2 Security Guards posted at Corpus Christi International Airport	7,300	HRS	\$14.75	\$ 107,675.00
7.0	<b><u>Corpus Christi - Nueces County Public Health District</u></b> - Estimated hours of security service required for 12 months, if needed				
7.1	Unarmed Level 2 Security Guards posted at Corpus Christi International Airport	2,150	HRS	\$14.75	\$ 31,712.50
8.0	<b>Miscellaneous Hours</b>	1,000	HRS	\$14.75	\$ 14,750.00

**"ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED"**

Roberta Ortiz  
Procurement Officer

## Attachment C – Insurance Requirements

### Insurance Requirements

I. CONTRACTOR'S LIABILITY INSURANCE

- A. Contractor must not commence work under this contract until all insurance required has been obtained and such insurance has been approved by the City. Contractor must not allow any subcontractor, to commence work until all similar insurance required of any subcontractor has been obtained.
- B. Contractor must furnish to the City's Risk Manager and City Hall Liaison Officer one (1) copy of Certificates of Insurance with applicable policy endorsements showing the following minimum coverage by an insurance company(s) acceptable to the City's Risk Manager. The City must be listed as an additional insured on the General liability and Auto Liability policies **by endorsement**, and a waiver of subrogation **endorsement** is required on all applicable policies. **Endorsements** must be provided with Certificate of Insurance. Project name and/or number must be listed in Description Box of Certificate of Insurance.

TYPE OF INSURANCE	MINIMUM INSURANCE COVERAGE
<b>30-day advance written notice of cancellation, non-renewal, material change or termination required on all certificates and policies.</b>	<b>Bodily Injury and Property Damage</b> Per occurrence - aggregate
COMMERCIAL GENERAL LIABILITY including: 1. Commercial Broad Form 2. Premises – Operations 3. Products/ Completed Operations 4. Contractual Liability 5. Independent Contractors 6. Personal Injury- Advertising Injury	\$1,000,000 Per Occurrence \$2,000,000 Aggregate
AUTO LIABILITY (including) 1. Owned 2. Hired and Non-Owned 3. Rented/Leased	\$1,000,000 Combined Single Limit
WORKERS'S COMPENSATION (All States Endorsement if Company is not domiciled in Texas)	Statutory and complies with Part II of this Exhibit.
Employers Liability	\$500,000/\$500,000/\$500,000

C. In the event of accidents of any kind related to this contract, Contractor must furnish the Risk Manager with copies of all reports of any accidents within 10 days of the accident.

II. ADDITIONAL REQUIREMENTS

A. Applicable for paid employees, Contractor must obtain workers' compensation coverage through a licensed insurance company. The coverage must be written on a policy and endorsements approved by the Texas Department of Insurance. The workers' compensation coverage provided must be in statutory amounts according to the Texas Department of Insurance, Division of Workers' Compensation. An All States Endorsement shall be required if Contractor is not domiciled in the State of Texas.

B. Contractor shall obtain and maintain in full force and effect for the duration of this Contract, and any extension hereof, at Contractor's sole expense, insurance coverage written on an occurrence basis by companies authorized and admitted to do business in the State of Texas and with an A.M. Best's rating of no less than A- VII.

C. Contractor shall be required to submit renewal certificates of insurance throughout the term of this contract and any extensions within 10 days of the policy expiration dates. All notices under this Exhibit shall be given to City at the following address:

City of Corpus Christi  
Attn: Risk Manager  
P.O. Box 9277  
Corpus Christi, TX 78469-9277

D. **Contractor agrees that, with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following required provisions:**

- List the City and its officers, officials, employees, and volunteers, as additional insureds by endorsement with regard to operations, completed operations, and activities of or on behalf of the named insured performed under contract with the City, with the exception of the workers' compensation policy;
- Provide for an endorsement that the "other insurance" clause shall not apply to the City of Corpus Christi where the City is an additional insured shown on the policy;
- Workers' compensation and employers' liability policies will provide a waiver of subrogation in favor of the City; and
- Provide thirty (30) calendar days advance written notice directly to City of any, cancellation, non-renewal, material change or termination in coverage and not

less than ten (10) calendar days advance written notice for nonpayment of premium.

- E. Within five (5) calendar days of a cancellation, non-renewal, material change or termination of coverage, Contractor shall provide a replacement Certificate of Insurance and applicable endorsements to City. City shall have the option to suspend Contractor's performance should there be a lapse in coverage at any time during this contract. Failure to provide and to maintain the required insurance shall constitute a material breach of this contract.
- F. In addition to any other remedies the City may have upon Contractor's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order Contractor to stop work hereunder, and/or withhold any payment(s) which become due to Contractor hereunder until Contractor demonstrates compliance with the requirements hereof.
- G. Nothing herein contained shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from Contractor's or its subcontractor's performance of the work covered under this contract.
- H. It is agreed that Contractor's insurance shall be deemed primary and non-contributory with respect to any insurance or self insurance carried by the City of Corpus Christi for liability arising out of operations under this contract.
- I. It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this contract.

2016 Insurance Requirements  
Purchasing  
Citywide Security Guard Services  
07/07/2016 mv Risk Management

**RFP No. 152 Uniformed Security Guard Services**

**Open Date - August 18, 2016**



**Mailing Address:**

24301 Brazos Town Xing 500-9

Rosenberg, TX 77471

[admin@basesecurityandfire.com](mailto:admin@basesecurityandfire.com)

Fax: 832-595-1123

**Physical Address:**

7810 Blue Lake Dr.

Rosenberg, TX 77469

(713) 428-1289

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## **SECTION 4**

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### **PROPOSAL**

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## **ATTACHMENTS**

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<b>PROOF OF INSURANCE</b>	<b>ATTACHMENT 1</b>
<b>HUB CERTIFICATION</b>	<b>ATTACHMENT 2</b>
<b>WBENC CERTIFICATION</b>	<b>ATTACHMENT 3</b>



BasE Security & Fire Consultants, LLC.  
24301 Brazos Town Xing 500-9 Rosenberg, TX 77417  
713-428-1289 www.bassecurityandfire.com

August 18, 2016

City of Corpus Christi  
Attn: Roberta Ortiz, Procurement Officer  
1201 Leopard St., 4<sup>th</sup> Floor  
Corpus Christi, Texas 78401

Subject: RFP No. 152 Uniformed Security Guard Services

Sandra S. Basile  
BasE Security & Fire Consultants, LLC.  
24301 Brazos Town Xing #500-9  
Rosenberg, TX 77417

Dear Ms. Ortiz,

I submit here with, our proposal for RFP No. 152 Uniformed Security Guard Services:

In accordance with *City of Corpus Christi Purchasing Division RFP No. 152 Uniformed Security Guard Services*; I, Sandra S. Basile, respectfully submit this sealed bid on behalf of BasE Security & Fire Consultants, LLC (BasE). I am the Executive Manager/Co-Owner of BasE and the acting bid agent.

We have received, via e-mail, four addenda to RFP No. 152; We have completed the application in full and have answered all questions and forms to the best of our knowledge. Our representation is accurate and complete. We are sure that we can be an asset to the City of Corpus Christi and will perform our duties in a proficient and professional manner.

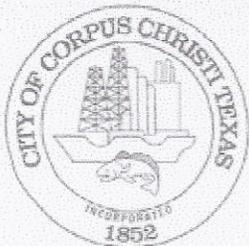
We are aware of the requirement and willing to sign Service Agreement as written, if we are awarded the contract for RFP No. 152 Uniformed Security Guard Services. We have provided a list of references on the form provided in the RFP No 152. These references can be found in Section 4, sub-section B of this proposal.

We are confident that you will find the bid suitable and are available for any questions that you may have.

Sincerely,

Sandra S. Basile  
Executive Manager/Owner

Date



# CITY OF CORPUS CHRISTI DISCLOSURE OF INTEREST

## RFP No. 152 Uniformed Security Guard Services

Corpus Christi Code § 2-349, as amended, requires all persons or firms seeking to do business with the City to provide the following information. Every question must be answered. If the question is not applicable, answer with "NA". See next page for Filing Requirements, Certification and Definitions.

COMPANY NAME: BasE Security and Fire Consultants, LLC.

P. O. BOX: \_\_\_\_\_ STREET ADDRESS: 24301 Brazos Town Xing #500-9

CITY: Rosenberg STATE: TX ZIP: 77417 -

FIRM IS: 1. Corporation  2. Partnership  3. Sole Owner   
4. Association  5. Other

### DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach separate sheet.

1. State the names of each "employee" of the City of Corpus Christi having an "ownership interest" constituting 3% or more of the ownership in the above named "firm."

Name	Job Title and City Department (if known)
<u>n/a</u>	_____
_____	_____
_____	_____

2. State the names of each "official" of the City of Corpus Christi having an "ownership interest" constituting 3% or more of the ownership in the above named "firm."

Name	Title
<u>n/a</u>	_____
_____	_____
_____	_____

3. State the names of each "board member" of the City of Corpus Christi having an "ownership interest" constituting 3% or more of the ownership in the above named "firm."

Name	Board, Commission or Committee
<u>n/a</u>	_____
_____	_____
_____	_____

4. State the names of each employee or officer of a "consultant" for the City of Corpus Christi who worked on any matter related to the subject of this contract and has an "ownership interest" constituting 3% or more of the ownership in the above named "firm."

Name	Consultant
<u>n/a</u>	_____
_____	_____
_____	_____

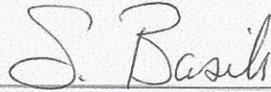
### FILING REQUIREMENTS

If a person who requests official action on a matter knows that the requested action will confer an economic benefit on any City official or employee that is distinguishable from the effect that the action will have on members of the public in general or a substantial segment thereof, you shall disclose that fact in a signed writing to the City official, employee or body that has been requested to act in the matter, unless the interest of the City official or employee in the matter is apparent. The disclosure shall also be made in a signed writing filed with the City Secretary. [Ethics Ordinance Section 2-349 (d)]

### CERTIFICATION

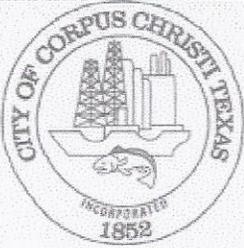
I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the City of Corpus Christi, Texas as changes occur.

Certifying Person: Sandra Basile Title: Executive Officer

Signature of  
Certifying Person:  Date: August 15, 2016

### DEFINITIONS

- a. "Board member." A member of any board, commission, or committee of the city, including the board of any corporation created by the city.
- b. "Economic benefit". An action that is likely to affect an economic interest if it is likely to have an effect on that interest that is distinguishable from its effect on members of the public in general or a substantial segment thereof.
- c. "Employee." Any person employed by the city, whether under civil service or not, including part-time employees and employees of any corporation created by the city.
- d. "Firm." Any entity operated for economic gain, whether professional, industrial or commercial, and whether established to produce or deal with a product or service, including but not limited to, entities operated in the form of sole proprietorship, as self-employed person, partnership, corporation, joint stock company, joint venture, receivership or trust, and entities which for purposes of taxation are treated as non-profit organizations.
- e. "Official." The Mayor, members of the City Council, City Manager, Deputy City Manager, Assistant City Managers, Department and Division Heads, and Municipal Court Judges of the City of Corpus Christi, Texas.
- f. "Ownership Interest." Legal or equitable interest, whether actually or constructively held, in a firm, including when such interest is held through an agent, trust, estate, or holding entity. "Constructively held" refers to holdings or control established through voting trusts, proxies, or special terms of venture or partnership agreements.
- g. "Consultant." Any person or firm, such as engineers and architects, hired by the City of Corpus Christi for the purpose of professional consultation and recommendation.



**CITY OF CORPUS CHRISTI  
PURCHASING DIVISION  
BUSINESS DESIGNATION FORM**  
RFP No. 152  
**Uniformed Security Guard Services**

ENSURE THIS FORM IS SUBMITTED WITH YOUR BID RESPONSE

**PLEASE INDICATE WHETHER YOUR COMPANY IS ANY ONE OF THE FOLLOWING:**

YES  NO - CERTIFIED HISTORICALLY UNDERUTILIZED BUSINESS (HUB)

Select all that are appropriate:

- ASIAN PACIFIC  
 BLACK  
 HISPANIC  
 NATIVE AMERICAN  
 WOMAN

Please visit the following website for information on becoming a Texas Certified HUB:  
<http://www.window.state.tx.us/procurement/prog/hub/>

YES  NO - LOCAL SMALL BUSINESS (LSB)

A for-profit entity employing less than 49 employees located within the City limits of Corpus Christi, Texas

YES  NO OTHER (PLEASE SPECIFY): WBENC: Woman's Business Enterprise National Council

THIS COMPANY IS NOT A CERTIFIED HUB or LSB

**THE INFORMATION REQUESTED IN THIS FORM IS FOR STATISTICAL REPORTING PURPOSES ONLY AND WILL NOT INFLUENCE AWARD DECISIONS OR THE AMOUNT OF MONIES EXPENDED WITH ANY GIVEN COMPANY.**

Firm Name: BasE Security & Fire Consultants, LLC

Telephone: 713-428-1289 Ext.

Address: 24301 Brazos Town Xing #500-9

Fax: 832-595-1123

City: Rosenberg State: TX Zip: 77417

E-mail: admin@basesecurityandfire.com

*S. Basile*  
Signature of Person Authorized to Sign Form

Date: August 15, 2016

Signer's Name: Sandra Basile  
(Please print or type)

Title: Executive Officer

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

BasE Security and Fire Consultatns LLC  
Rosenberg, TX United States

Certificate Number:  
2016-92146

Date Filed:  
07/28/2016

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Corpus Christi Texas

Date Acknowledged:

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

152  
Provide Uniformed Security Guard Services both Armed and Unarmed personnel to provide protection to selected city assets .

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Basile, Sandra	Rosenberg, TX United States	X	
	Esparza, Amanda	Richmond, TX United States	X	
	Basile, Richard	Rosenberg, TX United States		X

5 Check only if there is NO Interested Party.

### 6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

*J Basile*

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

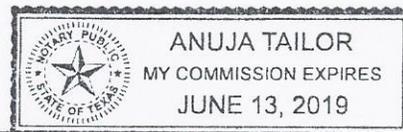
Sworn to and subscribed before me, by the said SANDRA BASILE, this the 16<sup>TH</sup> day of AUGUST, 2016, to certify which, witness my hand and seal of office.

*Anuja Tailor*

Signature of officer administering oath

ANUJA TAILOR

Printed name of officer administering oath



ANUJA TAILOR  
MY COMMISSION EXPIRES  
JUNE 13, 2019

NOTARY

Title of officer administering oath

**Texas Department of Public Safety**  
*Certificate of Licensure*



The Private Security Board certifies that:

**BASE SECURITY & FIRE CONSULTANTS LLC**

**C20027**

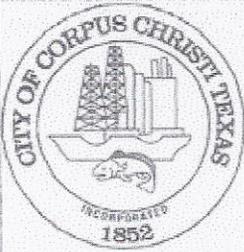
*Is Duly Licensed as*

Investigations / Security Contractor  
Guard Company  
Security Consultant Company

*Steven C. McCraw*  
Director, Texas Department of Public Safety

**EXPIRES: 6/30/2017**

This certificate affirms the above stated company is licensed pursuant to Texas Occupations Code 1702. The license will expire on the date stated above.  
Texas Department of Public Safety, Regulatory Services Division, 5806 Guadalupe Street, Austin, Texas 78752  
[www.dps.texas.gov](http://www.dps.texas.gov)



# REFERENCES

## RFP No. 152 Uniformed Security Guard Services

### a. CURRENT CLIENT Reference 1

Organization name: Fleet Safety Equipment, Inc.	Contact and title: Shannon Lightsey, Operations Mgr
Address: 6525 Goforth St.	Phone number: (832) 512-7157
Effective date of contract: Feb 2016	Number of Uniformed Security Guards placed: 4
Description of services provided: Guard Services and Security Assessments	

### b. CURRENT CLIENT Reference 2

Organization name: Hines Security Solutions	Contact and title: Doug Hines, Owner
Address: 6566 Stork St. Ventura, CA 20146	Phone number: (805) 509- 8655
Effective date of contract: June 2011	Number of Uniformed Security Guards placed: 0
Description of services provided: Security Instructor and Training for Security Guards and Managment	

### c. CURRENT CLIENT Reference 3

Organization name:	Contact and title:
Address:	Phone number:
Effective date of contract:	Number of Uniformed Security Guards placed:
Description of services provided:	

**d. FORMER CLIENT Reference 1**

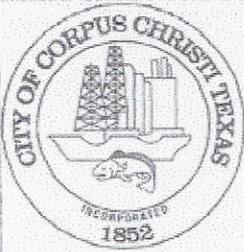
Organization name: Anacostia Bolling Joint Base	Contact and title: Larry Stevenson/ Anti-terrorism Officer
Address: 6935 Riverdale Rd Lanham, MD 20706	Phone number: (202) 304-6995
Effective date of contract: April 2011	Number of Uniformed Security Guards placed: 250
Description of services provided: Director of Security	Reason for termination: Retired

**e. FORMER CLIENT Reference 2**

Organization name: Andy Frain	Contact and title: Shannon Lightsey, Operations Mgr
Address: 3603 Aspen Glen Spring, TX 77388	Phone number: (832) 512-7157
Effective date of contract: Sept 2015	Number of Uniformed Security Guards placed: 30
Description of services provided: Managed Security Guards	Reason for termination: Went to work with current employer (BasE)

**f. FORMER CLIENT Reference 3**

Organization name:	Contact and title:
Address:	Phone number:
Effective date of contract:	Number of Uniformed Security Guards placed:
Description of services provided:	Reason for termination:



# REFERENCES

## RFP No. 152 Uniformed Security Guard Services

### a. CURRENT CLIENT Reference 1

Organization name: Fleet Safety Equipment, Inc.	Contact and title: Shannon Lightsey, Operations Mgr
Address: 6525 Goforth St.	Phone number: (832) 512-7157
Effective date of contract: Feb 2016	Number of Uniformed Security Guards placed: 4
Description of services provided: Guard Services and Security Assessments	

### b. CURRENT CLIENT Reference 2

Organization name: Hines Security Solutions	Contact and title: Doug Hines, Owner
Address: 6566 Stork St. Ventura, CA 20146	Phone number: (805) 509- 8655
Effective date of contract: June 2011	Number of Uniformed Security Guards placed: 0
Description of services provided: Security Instructor and Training for Security Guards and Managment	

### c. CURRENT CLIENT Reference 3

Organization name:	Contact and title:
Address:	Phone number:
Effective date of contract:	Number of Uniformed Security Guards placed:
Description of services provided:	



## STATEMENT OF QUALIFICATIONS

In Compliance with Texas State Law, BasE Security & Fire Consultants LLC (BasE) (State License C20027) was founded in Jan 2015 as a security guard and consulting company providing the following services; security guard services, security and fire assessments, security training classes, L2 guard certification classes and investigations. The company has a total of 74 years of combined experience in Security Guard Services, Law Enforcement, fire and emergencies services along with safety services. Both Owner and Operations Manager held top secret federal security clearance and hold active certifications from FEMA in the area of Security and Emergency Management. This document will provide information which will demonstrate that we meet the requirements under Addendum 2, paragraph 2.2B.

The Operations Manager, Mr. Richard Basile, has over 42 years of experience with the Department of Defense (within the United States and at overseas Military Installations) in the areas of Security and Law Enforcement which included: standing posts, Special Agent for the United States Army Criminal Investigations Command (USACIDC), Security Officer, Anti-Terrorism Officer (ATO) , managing the Civilian Security Guard Services, Development and execution of Security Assessments, training of First Responders, development, implementation, testing and execution of Security Plans and pre-planned responses to natural and terrorist incidents, development and implementation of mitigation strategies of vulnerabilities identified during said assessments.

Since his retirement from Military Service the company's Operations Manager has worked as the Directory of Security & Law Enforcement over several military installations that encompassed full functioning facilities including but not limited to Housing, Library, Public Works facilities, Gyms, Hospitals, Mercantile business, Court Houses, Schools, Emergency Services, airfields, ports and critical infrastructures. Duty Stations include:

- Naval Station Ingleside Security Department: overseeing a security force, at its peak, of approx. 225 Security Guards and Patrolmen. He took the helm shortly after the 911 attacks and managed the department while the nation was under Force Protection Delta. He managed the influx of military troops being assigned to the station during the post 911 operations. Under his direction and supervision Ingleside Naval Station was ranked among the top 10% of Naval Security Departments Worldwide.

- Naval Air Station Sigonella, Sicily Italy: overseeing a security force of approx. 350 Security Guards and Patrolmen. During his tenure overseas he was in charge of the security force protection at the start of the Libyan Crisis. Which created heightened security risks and an influx of NATO troops to the base. His program won the Regional ATO award, the European ATO Award and runner up in the Department of Defense ATO program.
- Joint Base Anacostia Bolling, Washington DC: overseeing a security force of approx. 250 Security Guards and Patrolmen. Mr. Basile, along with everyday duties of security protection for the base, managed first level guard service for the president's helicopters and limousine fleet. He was an active participant and advisor in the EOC during the Navy Yard Shooting of 2013.

Owner/ Executive Manager, Sandra Basile, while working in the Fire and Emergency Services within the Department of Defense (both in the United States and at overseas Military Installations) was responsible for developing, implementing, training and testing of all fire plans for Military Installations worldwide and for DOD. She worked closely with security to maintain the safety of the base inhabitants in case of active shooters, evacuation procedures and any security concerns pertaining to sheltering during emergency situations.

Ms. Basile served as Assistant Fire Chief at Naval Station Sigonella, Sicily Italy. She oversaw emergency response for the community including but not limited to: housing, airfield, schools, mercantile facilities, libraries and ports. She would insure that all plans and training were in accordance with Department of Homeland Security and DOD regulations. Additionally, she maintained daily logs and would provide after action reports on all drills, training and real life actions with recommendations to mitigate any vulnerabilities. She was a member of the School and Safety board, she coordinated the Schools Fire Warden program. A special note should be made of her winning the Fire Prevention Program for the European theater of operations two years in a row. Her knowledge of DOD schools, Homeland Security and DOD Security and Safety requirements sets her apart in her field.

Owner/ Office Manager, Amanda Esparza, is the backbone of the company. Her extensive experience in office management is what keeps the machine well oiled. She manages and maintains: payroll, employee files, background checks, credit checks, accounts payable and receivable. Her 15yrs of experience working for a worldwide software company has brought an expertise that is an irreplaceable asset to BasE.

BasE understands the importance of hiring a well-trained and experienced security guard staff. The qualities they look for in our Security Officers are: Professionalism, Appearance, Integrity, Sound Judgment, Tactful Behavior, Exemplary Conduct, Reliability, Loyalty and Dedication. This process is to ensure that the Security Officers, that are brought on board, have the same dedication, determination and commitment to clients that the company does. The company will be implementing a Trackforce system. Trackforce is a web based security guard tracking system that will ensure accurate time keeping for guard tours, "real time" round tracking, daily reports and journals and proper invoicing

Lead by Example is the company motto: The management of BasE believes in setting the example for their employees to follow. There are several types of management styles to choose from which covers fiscal, logistics (property), and personnel each with its own purpose. In regards to fiscal and logistics BasE believes they we are fiscal stewards of our clients and employees and that they provide a quality service at the best possible cost.

As for personnel management they believe in empowering their employees to be successful and allowing them to grow with the company. They believe in rewarding their employees for great performance. BasE also believes in addressing all concerns which their clients may have regarding performance and services rendered. They unwaveringly believe in rewarding exceptional performance and swiftly correcting inappropriate and unprofessional behavior. BasE ensures poor performance is corrected: ranging from talking to our employees and if needed removing them from the contract. They believe in keeping trained and vetted officers in reserve so that if the need arises to replace officers, it occurs seamlessly and with no problem to the customer.

## Mission Statement

BasE Security & Fire Consultants, LLC are committed to providing  
a professional security force,  
which will provide a safe and secure environment,  
to enable our clients to meet and/or exceed  
their mission requirements, goals and objectives.  
To always be part of the solution and not the problem.

Security Officers are given a performance evaluation each quarter and, if they have had outstanding performance rating, they will receive a bonus award each quarter. This is a progressive bonus that increase with each quarter that is performed without any missteps and/or complaints. Additionally, they believe in upward mobility for Security Officers who have demonstrated their professionalism, dedication, and determination to the company and their clients. BasE believes that giving back to their employees and making them feel like part of a team will foster better work performance. They train the staff to understand the vulnerability of apathy and complacency, the importance of public interaction and quick intervention.

BasE is not presently operating in Corpus Christi but has a history with the city. The two owners were raised in Corpus and are proud to call Corpus Christi their hometown. Because there are no present operations, a new staff will have to be assembled. While there will be no employment history with the company itself, the staff is presently vetting applicants that have no less than two years' experience for unarmed guards and three years for armed guards, utilizing "Indeed" an on line employment service, the company web site and networking with past professional aquatints that have candidates for the positions. They are also hopeful, that with the city's recommendation, they will be able to consider retention of some of the present contract staff.



Sandra S. Basile

Executive Manager

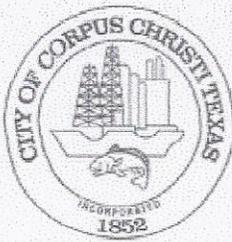
BasE Security & Fire Consultants, LLC.



## Contact Information

As per Addendum No. 2: 2.2 Proposer's Minimum Requirements: We are providing the following contact information:

Name	Title	Contact Number	Cell Phone Number	Mailing Address	e-mail
Sandra Basile	Owner/ Executive Manager	(713) 428- 1289	(361) 633-9266	24301 Brazos Town Xing 500-9 Rosenberg, TX 77417	admin@basesecurityandfire.com
Amanda Esparza	Owner/ Office Manager	(713) 428-1289	(713) 870-8049	24301 Brazos Town Xing 500-9 Rosenberg, TX 77417	admin@basesecurityandfire.com
Richard Basile	Local Operations Manager & Direct Supervisor	(713) 428-1289	(361) 633-6316	24301 Brazos Town Xing 500-9 Rosenberg, TX 77417	admin@basesecurityandfire.com
Rocky Salinas	Lead Security Guard	(337) 397-6710	(337) 397-6710	801 S. Bridge St. Victoria, TX 77901	Rockyybarra88@gmail.com



**CITY OF CORPUS CHRISTI**  
**Pricing Form**  
**PURCHASING DIVISION**  
**RFP No. 152**  
**Uniformed Security Guard Services**

PAGE 1 OF 2

DATE: August 18, 2016

BasE Security & Fire Consultants, LLC.  
 PROPOSER

*S. Basil*  
 AUTHORIZED SIGNATURE

1. Refer to "Instructions to Proposers" and Contract Terms and Conditions before completing bid.
2. Quote your best price for each item.
3. In submitting this bid, Proposer certifies that:
  - a. the prices in this proposal have been arrived at independently, without consultation, communication, or agreement with any other Proposer or competitor, for the purpose of restricting competition with regard to prices;
  - b. Proposer is an Equal Opportunity Employer; and the Disclosure of Interest information on file with City's purchasing office, pursuant to the Code of Ordinances, is current and true.
  - c. Proposer has incorporated any changes issue through Addenda to the RFP in this pricing.

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1.0	<u>City Hall</u> - Estimated hours of security service required for 12 months				
1.1	Lead Security Guards posted at City	8,943	HRS	\$14.75	\$131,909.25
1.2	Backup Security Guards posted at City Hall	2,080	HRS	\$14.75	\$ 30,680.00
1.3	Security Screeners posted at City Hall	2,080	HRS	\$14.75	\$ 30,680.00
2.0	<u>Frost Bank Building</u> - Estimated hours of security service required for 12 months				
2.1	Unarmed Level 2 Security Guards posted at Frost Building	4,160	HRS	\$14.75	\$ 61,360.00
3.0	<u>Juvenile Assessment Center</u> - Estimated hours of security service required for 12 months				
3.1	Unarmed Level 2 Security Guards posted at Juvenile Assessment Center	5,156	HRS	\$14.75	\$ 76,051.00

## INSURANCE BINDER - REVISED

THE TERMS AND CONDITIONS OF THIS CONFIRMATION OF INSURANCE MAY NOT COMPLY WITH THE SPECIFICATIONS SUBMITTED FOR CONSIDERATION. PLEASE READ THIS CONFIRMATION CAREFULLY AND COMPARE IT WITH ANY QUOTE AND SUBMISSION DOCUMENTS AND REVIEW THE POLICY FORMS FOR THE ACTUAL COVERAGES PROVIDED.

IN ACCORDANCE WITH YOUR INSTRUCTIONS, AND IN RELIANCE UPON THE STATEMENTS MADE BY THE RETAIL BROKER IN THE INSURED'S APPLICATION/SUBMISSION, WE HAVE OBTAINED INSURANCE AT YOUR REQUEST AS FOLLOWS:

**DATE ISSUED:** Oct 30, 2015

**PRODUCER:** Aventine Risk Managers, LLC  
26246 US Highway 19 N  
Clearwater, FL 33761

**INSURED:** Base Security & Fire Consultants LLC  
24301 Brazos Town Xing #500-9  
Rosenberg, TX 77471

**INSURER:** Western Heritage Insurance Company - Program

**POLICY NO.:** SCP-1007759

**COVERAGE:** Security & Patrol Services Program

**POLICY PERIOD:** 10/15/2015 TO 10/15/2016

**TERM:** 365

12:01 A.M. STANDARD TIME AT THE LOCATION ADDRESS OF THE NAMED INSURED. THIS INSURANCE BINDER WILL BE TERMINATED AND SUPERSEDED UPON DELIVERY OF THE FORMAL POLICY(IES) ISSUED TO REPLACE IT.

**LIMITS OF LIABILITY:**

\$2,000,000	General Aggregate Limit
Included	Products-Completed Operations Aggregate Limit
\$1,000,000	Each Occurrence Limit
\$1,000,000	Personal & Advertising Injury Limit
\$100,000	Damage to Premises rented to you
\$5,000	Medical Expense Limit
\$50,000	Propety Damage Extension
\$300,000/\$600,000	Assault and Battery
\$50,000	Electronic Data
\$100,000/300,000	Lost Key Coverage
	Errors & Omissions
\$1,000,000	Each Claim
\$2,000,000	Aggregate

**DEDUCTIBLE:** Not Applicable

**PREMIUM:** \$1,000.00

**POLICY FEES:** \$160.00

**TAXES & FEES:** \$56.26  
\$0.70

**TOTAL:** \$1,216.96

**POLICY FORM:** OCR

**RETENTION:**

**COINSURANCE:** N/A%

**EXPOSURES:**

**RATE:**

**TERMS / CONDITIONS:**

(a) 15% MINIMUM EARNED PREMIUM AT INCEPTION.

(b) **ENDORSEMENTS / NOTABLE EXCLUSIONS:**

IL 00 03	Calculation of Premium
IL 00 21	Nuclear Energy Exclusion
WHI 20-0117	Service of Suit
WHI 20-0295	Commercial Policy Declarations
WHI 20-0297	Commercial Policy Jacket
WHI 20-0399	Forms & Endorsements Schedule
WHI 20-0478	Amendment of Common Policy Conditions
WHI 29-0525	Named Insured and Location Schedule
WHI 40-0522	Limits of Insurance Endorsement
WHI 40-1127	Minimum Retained Premium Provision-Amended Percentage
WHI NOT-014	Policy Holder Notice - Terrorism (disclosure form) Notice of Terrorism Coverage
CG 00 01	General Liability Coverage Form
CG 04 37	Electronic Data Liability
CG 21 16	Professional Exclusion
CG 21 34	Exclusion - Designated Work
CG 21 49	Total Pollution Exclusion
CG 21 53	Exclusion - Designated Ongoing Operations
CG 21 67	Fungi and Bacteria Exclusion
CG 21 70	Cap on Losses - Certified Acts of Terrorism
CG 21 96	Silica or Silica-Related Dust Exclusion
CG 22 79	Exclusion-Contractors Professional Liability
CG 24 26	Amendment of Insured Contract
WHI 21-0194	Combined Special Provisions - Liability Ins.
WHI 21-0210	Sexual And/Or Physical Abuse Liability Coverage Form
WHI 21-0261	Subcontractors Warranty
WHI 21-0296	General Liability Coverage Declarations Page
WHI 21-0300	General Liability Supplemental Dec
WHI 21-0375	Limited Coverage - Assault or Battery
WHI 21-0376	Assault or Batter Exclusion
WHI 21-0395	Property Damage Extension Endorsement - Care, Custody and Control
WHI 21-0421	Lost Key Coverage Endorsement
WHI 21-0467	Non-Stacking of Limits Endorsement
WHI 21-0482	Excl-BI to Contractors and Employees
WHI 21-0486	Sexual and/or Physical Abuse Exclusion
WHI 21-0490	Amendment of Conditions
WHI 21-0686	Errors and Omissions Coverage Form

WHI 21-0687 Errors and Omissions Supplemental Declarations  
WHI 21-1032 Total Animal Exclusion  
WHI 29-0716 Identity Recovery Coverage

(c) **ATTACHMENTS / SUBJECT TO:**

It is your responsibility as a producer for Cochrane & Company to notify our office if certificates are required for this account. Cochrane & Company will not be held responsible for additional fees charged for failure to issue certificates that are not requested in a timely manner. Certificates can be issued at [www.cochraneco.com](http://www.cochraneco.com) or you may submit a request to our office for certificate generation.

(d) **ALL OTHER TERMS AND CONDITIONS APPLY PER FORM**

**Premium payment is due on the 15th day of the month following billing unless otherwise stipulated.**

CANCELLATION: THIS POLICY IS SUBJECT TO THE CANCELLATION PROVISIONS AS FOUND IN THE POLICY(IES) OR CERTIFICATE(S) CURRENTLY IN USE BY THE INSURER. THE INSURANCE EFFECTED UNDER THE INSURER'S BINDER CAN BE CANCELLED BY THE INSURER (SUBJECT TO STATUTORY REGULATIONS) BY MAILING, TO THE INSURED AT THE ADDRESS STATED ON THE FACE OF THIS CONFIRMATION OF INSURANCE, WRITTEN NOTICE STATING WHEN SUCH CANCELLATION SHALL BE EFFECTIVE. IN THE EVENT OF CANCELLATION BY THE INSURED, THE EARNED PREMIUM WOULD BE SUBJECT TO THE MINIMUM PREMIUM IF APPLICABLE.

THIS CONFIRMATION OF INSURANCE IS ISSUED BASED UPON THE INSURER'S AGREEMENT TO BIND AND IS ISSUED BY THE UNDERSIGNED WITHOUT ANY LIABILITY WHATSOEVER AS AN INSURER.

**Tiah Smith, Underwriting Assistant**  
**[tsmith@cochraneco.com](mailto:tsmith@cochraneco.com)**

**TOTAL NUMBER OF PAGES: 2**  
**INSURED: Base Security & Fire Consultants LLC**  
**DATE ISSUED: Oct 30, 2015**

Reference #:2660123



**GLENN HEGAR TEXAS COMPTROLLER OF PUBLIC ACCOUNTS**

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority and woman-owned businesses as HUBs and is designed to facilitate the participation of minority and woman-owned businesses in state agency procurement opportunities.

We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at <http://www.window.state.tx.us/procurement/cmb/hubonly.html>. Provided that your company continues to meet HUB eligibility requirements, the enclosed HUB certificate is valid for four years.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.*

Please reference the enclosed pamphlet for additional resources, such as the state's Centralized Master Bidders List (CMBL), that can increase your chance of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

**Texas Historically Underutilized Business (HUB) Certificate**



Certificate/VID Number:	<b>1472877132100</b>
File/Vendor Number:	<b>492976</b>
Approval Date:	<b>12-NOV-2015</b>
Scheduled Expiration Date:	<b>12-NOV-2019</b>

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

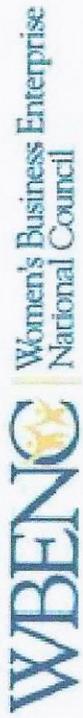
**BASE SECURITY & FIRE CONSULTANTS LLC.**

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 13-NOV-2015, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

*Paul Gibson, Statewide HUB Program Manager  
Texas Procurement and Support Services*

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (<http://www.window.state.tx.us/procurement/cmb/cmbhub.html>) or by contacting the HUB Program at 1-888-863-5881 or 512-463-5872.

Rev. 01/15



hereby grants

# National Women's Business Enterprise Certification

to  
**BasE Security & Fire Consultants, LLC**

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).

This certification affirms the business is woman-owned, operated and controlled; and is valid through the date herein.

WBENC National WBE Certification was processed and validated by  
Women's Business Enterprise Alliance, a WBENC Regional Partner Organization

*April Day*  
Authorized by April Day, President,  
Women's Business Enterprise Alliance



Expiration Date: 12/31/2016  
WBENC National Certificate Number: 2005128063

NAICS Codes: 561612, 561611

UNSPSC Codes: 92121504

