



AGENDA OF THE FINANCE COMMITTEE

TUESDAY, JUNE 4, 2024, 4:30 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

1. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/88142524379?pwd=ekliUHNVYTJlRFpOUHVubTdXOHZYZz09>

Or call in by phone: +1 312 626 6799 Meeting ID: 881 4252 4379 Passcode: 846368

If you wish to speak at this public meeting or leave a comment, please fill out the online Comment Form prior to the meeting. More detailed Zoom Instructions can be found online.

B. Roll Call.

C. Approval of the Agenda.

1. Approval of the Finance Committee agenda for the Tuesday, June 4, 2024 meeting.

D. Approval of Minutes.

1. Approval of the Finance Committee minutes from the May 14, 2024, meeting.

E. Regular Business.

1. Consideration with possible action to approve a contract with Security Pro Intel, Inc. for security guard services at Green Bay City Hall.
2. Consideration with possible action on the approval of the Claims Committee Report.

The Committee may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Committee will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

F. Informational.

1. 2024 Contingency Account: \$240,350.00.

2. The next Finance Committee meeting will be held on June 18, 2024, at 4:30 p.m.

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Finance Committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

June 4, 2024

PREPARED BY

AGENDA ITEM # E.I

Consideration with possible action to approve a contract with Security Pro Intel, Inc. for security guard services at Green Bay City Hall.

BACKGROUND

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

- I. Finance Request Security Gaurd City Hall 6-4-2024



Purchasing Department
100 North Jefferson Street - Room 101
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3047
Fax 920.448.3050

5/23/2024

Finance Committee 6/4/2024.

Consideration and possible action to approve a Contract with Security Pro Intel. Inc. for Security Guard Services at the City of Green Bay City Hall.

This was an RFP Solicitation 2024-06 and Evaluators scored proposals and Security Pro Intel Inc. has the highest score (see bid summary). This was competitively bid (see bid summary). Estimated annual cost for this service is approximately \$94,000.00.

Funding Source: Annual Operating Budget

Respectfully Submitted,

Thomas J. Walenski

Thomas J. Walenski
Procurement Manager
City of Green Bay

CITY OF GREEN BAY BID SUMMARY
RFB# 2024-06 Security City Hall-On Site Personnel
ISSUED: 02/27/2024 DUE: 03/26/2024
CC: 99046, 90568
Scoring Criteria & Points

		Highest Score (Avg.)			---->			---->			---->		
Evaluation Team Total Possible Points		Security Pro Intel, Inc.			REDI Transport			Star Protection and Patrol			Tri-Bolt, LLC		
	Categories	Option #1			Option #2			Option #3			Option #2		
		EV1	EV2	EV3	EV1	EV2	EV3	EV1	EV2	EV3	EV1	EV2	EV3
25	Organizational Capabilites	20	25	25	22	20	25	20	20	5	15	20	5
20	Staff/Qualifications/Experience	15	17	15	18	20	20	10	15	5	10	15	5
25	Methodology & Implementation Plan	20	22	25	10	20	20	10	18	0	10	18	0
20	Illustrative Examples	19	20	20	15	15	20	10	15	5	5	12	0
10	Pricing & References	8	6	10	4	5	8	6	7	5	8	8	5
100	Vendor Score(s) (Total Possible Points = 100)	82	90	95	69	80	93	56	75	20	48	73	15
		44.50			40.33			25.17			22.67		

Recommendation: Award to Security Pro Intel, Inc. (Option #1) as the highest scoring vendor that provided the best overall solution and value to the City of Green Bay.



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Phone 920.448.3047
Fax 920.448.3050

5/23/2024

RE: Notice of Intent to Award
RFB # 2024-06 Security City Hall – On Site Personnel

Dear Sir/Madam:

The evaluation of proposals received for this RFB has been completed and the following is recommended for award:

The City of Green Bay Police Department is recommending awarding the Security City Hall – On Site Personnel to Security Pro Intel, Inc.

The recommended award will be brought for approval before the next Finance Committee meeting scheduled for June 4, 2024 at 4:30pm.

The meeting is open to the public and attendance is not required. As the room and time may change, please confirm the date, time, and location if you plan to attend.

Please see the summary of bids received for this project.

Thank you for your continued interest in doing business with the city of Green Bay. If you have any questions, or require additional information, please feel free to contact me at 920-448-3049.

Sincerely,

Thomas J. Walenski

Thomas J. Walenski
Procurement Manager
City of Green Bay

Attachment

BID PROPOSAL

FOR CITY OF GREEN BAY

RFB #2024-06 – CITY HALL SECURITY

Due Date: Tuesday, March 26, 2024; 2:00 PM CST

Prepared by Juan Antonio Reyes

For Security Pro Intel, Inc.

7150 Windsor Lake Parkway

Suite 102

Loves Park, IL 61111

Email: jreyes@securityprointel.com and

contracts@securityprointel.com

Website: www.securityprointel.com





SECURITY PRO INTEL, INC.

7120 Windsor Lake Parkway
Suite 102 | Loves Park, IL | 61111
Office: (815) 637-6950 | Fax: (815) 637-6955
Toll Free: (888) 206-3307
www.securityprointel.com

March 25, 2024

ATTN: Thomas J Walenski
City of Green Bay Purchasing Department
100 North Jefferson Street- Room 101
Green Bay, WI 54301

RE: RFB #2024-06 – City Hall Security

Dear Mr. Walenski:

Please consider this our letter of interest in providing security services for the Green Bay City Hall.

We understand that the City of Green Bay is seeking qualified experienced security professionals with a focus on safety, reliability, courtesy, knowledge, and efficiency. Security Pro Intel, Inc. (SPI) specializes in providing armed security officers who will provide the best services and continue to utilize resources to implement efficiencies for a best-in-class security program. We are proud of our longstanding presence and are confident that we can outline our valued approach and capabilities in this proposal.

Over the past several years, we have seen increased spending on security services both in the government and private sectors with the perception of security slowly changing from incident response to a driving force of the operational management plan. To provide our customers with the best service, SPI understands the importance of developing a strong team through continuous training programs, adapting quickly to change, and applying effective methods of security management to provide a quality product.

SPI is a private security company, headquartered in Loves Park, Illinois, that was founded in 2003 by President Juan Reyes. Mr. Reyes is a Desert Storm Marine Corp Veteran, has over 15 years of experience in local law enforcement and holds a bachelor's degree in criminal justice. He took advantage of a wide variety of training opportunities as a police officer including 911 Critical Management Training, Homeland Security Training, Narcotics Detections, and OSHA trained and certified.

As Juan was getting ready to retire from the police force, he had seen the need to have better trained security officers to better serve communities around the area. He took the chance in founding SPI and now it is a million-dollar operation. His role as founder has contributed to his goal of building a quality security team that all could be proud of. Our operations have expanded into Wisconsin over the past five years with an office based out of Beloit, WI. Our company is currently also expanding our operations into the State of Indiana.

Juan turned over the CEO position to his son, J. Antonio Reyes in 2019. J. Antonio Reyes is responsible for the day-to-day operations and scheduling of our officers. Additionally, J. Antonio Reyes is currently serving in the U.S. Navy and has nine (9) years of experience in counterterrorism, counterintelligence, data science, and data analytics. This experience is displayed in our modus operandi and provides a multifaceted approach to our security operations and training.



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7120 Windsor Lake Parkway
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www.securityprointel.com

In this proposal we will address all the requirements listed in the RFB and we believe we have the experience and resources to provide the City of Green Bay with the security services required. SPI holds a current State of Illinois license, as well as all other appropriate Federal, State and Local licenses, and is properly insured.

We appreciate the opportunity to submit this proposal to the City of Green Bay and look forward to working with you during the evaluation process.

Sincerely,

A handwritten signature in black ink, appearing to read "JR", with a horizontal line extending to the right.

Juan Reyes
President

Email: president@securityprointel.com



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Form D Bid Offer Form

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SPI WORK EXPERIENCE & CAPABILITIES

Security Pro Intel, Inc. (SPI) has been serving the Midwest since 2003. As a veteran-owned business, we provide considerable experience in security risk management services and solutions. We pride ourselves on being one of the best in the field with our standards resolutely high and with the belief in providing the best possible service regardless of the situation.

Over the past five years, we have seen increased spending on security services both in the government and private sectors with the perception of security slowly changing from incident response to a driving force of the operational management plan. To provide our customers with the best service, SPI understands the importance of developing a strong team through continuous training programs, adapting quickly to change, and applying effective methods of security management to provide a quality product.

The company prides itself and tries to lead by example as stated in the company's mission statement.

SPI's mission statement:

"Our mission is to provide exemplary service by adhering to the highest level of professionalism, honor, integrity, and protection for our client's properties, patrons, and staff; and to continually strive to enhance their well-being by maintaining a safe and secure environment to our communities in which we proudly serve."

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SPI has a Lieutenant position for each state where security services are provided. William Giamarese is the person responsible for the State of Wisconsin. He has been with the company since 2020. He has over 10 years of experience in the security field. He has supervisors at each of our sites in Wisconsin that report directly to him.

SPI employs 50 - 60 full-time and part-time employees, including former and current police officers, military, and qualified individuals.



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Security Pro Intel, Inc. (SPI) provides a range of services including uniformed armed or unarmed officers, executive protection, event security, mobile patrolling, to background screening services and investigations, consulting as well as training for officers and your staff. It's not just the quality of our service that sets us apart, but it's our style – we ensure all our security officers are well-presented, courteous, articulate, and punctual.

Along with being one of the top security firms, Security Pro Intel, Inc. is also recognized as follows:

- An equal opportunity employer
- A veteran-owned business
- A minority-owned small business in Illinois and currently working to finalize our certifications in Wisconsin and Indiana.

SPI officers hold the proper certification requirements as set forth by the State of Illinois and Wisconsin and attend regular training to stay current with guidelines. Our officers are highly trained professionals and able to meet the requirements of each specific client. The next page provides a breakdown of services offered by our company.



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SPI provides a variety of security services to meet all our customer needs. Our staff is highly experienced and professionally trained with many providing extensive law enforcement and/or military backgrounds. Below you will find the security services provided by our company.

PROTECTION

Armed Guard Services	Commercial Safety
Unarmed Guard Services	Construction Sites
Executive Protection	Mall/Retail Security
Transport Services	Patient/Prisoner Watch
Extradition Services	School Districts
Airport Security Services	K-9 Dog Services
Armored Car Services	Bike / Mount Patrol
Alarm Response Services	Traffic Control
Bodyguard Services	Event Security
Residential Patrol	Crowd Management
University Campus	Parking Enforcement
24-Hour Dispatch	First Responder Services

RISK ASSESSMENT

Security Site Evaluation & Surveillance Equipment Inspection
Security Policy & Procedures Review
Security Manual Review / Preparation
Management & Employee Safety Training
Security Consulting

TRAINING

Basic Initial Security Officer Training
Arrest Techniques & Restraint Devices
Firearms Training
Conceal & Carry Weapon Training (CCW) for Illinois & Utah
First Aid Training (American Red Cross - ARC/AED/CPR/First Aid Training)

INVESTIGATION & SURVEILLANCE

Surveillance
Loss Prevention
Attorney Services (Process Servers)
Private Detective Services
Employment Background Investigations
Insurance Fraud Investigations
Domestic & Family Investigations





SPI RECRUITMENT PROCESS AND TRAINING OVERVIEW

Security Pro Intel strives to maintain an exceptional workforce and hire individuals who can perform their duties under stressful situations, demonstrate leadership skills, are adaptable to change, and have excellent communication skills. Many of our officers have military training, and/or experience in law enforcement and security. To provide the best security team for our clients, there are standards set by SPI and the States of Wisconsin and Illinois. These include the following:

- All SPI officers are either licensed by the Illinois Department of Financial and Professional Regulation (IDFPR), the Wisconsin Department of Safety and Professional Services (DPS) or hold licenses for both states.
- All armed officers shall have completed a firearm-training course and will undergo annual certification and are required to have a license.
- All employees must be at least 18 years of age, a United States Citizen or must be eligible to work in the United States and must be of good moral character. For armed officers, all employees must be at least 21 years of age.
- Employees must be physically able to perform all duties required as a security officer; must have no disabilities that would prevent performance of duty.
- Employees must have reliable transportation with a valid driver's license and be available to work as needed by SPI.
- Employees must be able to read, write, and speak English fluently, although several of our officers are bilingual. Security officers are expected to be able to fill out a variety of reports while they are on duty.
- Employees must have at least a high school diploma (or equivalent) to be considered for a position, though we do encourage employees to continue their education beyond high school.
- Employees must be able to pass a state and federal background check, as required for licensing and by our clients. Employees must be willing to submit to additional background investigations as needed.
- No security officer or supervisor can be hired if convicted of a felony. A person living with a mental illness would not be eligible to be hired as a security officer or supervisor.

Background Checks. Please note that in addition to filling out an employment application, all security officers must pass an employment background screening process that includes:

- Social security number trace
- State and federal criminal records check
- E-Verify
- Terrorist name check



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- Drug screening checks
- Former employer checks
- Personal reference checks

SPI will also adhere to the requirements for all security personnel at the City Hall of Green Bay as outlined in Sec. 111.31 et seq. Wisconsin Stats where no employee will have the following:

- o no conviction record for a Class A misdemeanor or felony
- o Class B or C misdemeanor if misdemeanor occurred within the last 3 years (excluding traffic crimes except those listed in paragraph d. below)
- o Second-offense or higher violations of the following: Operating under the influence of an intoxicant or other drug, operating with a detectable amount of controlled substance, operating with a prohibited alcohol concentration, or any other violation under Wis. Stat. sec. 346.63 that is charged as a misdemeanor or felony.

Before allowing any employee or agent to perform security services at the City Hall of Green Bay, SPI would furnish our client with copies of all such investigation materials and documents including a copy of employee's resume and driver's license record under this agreement.

Armed Officers. SPI, as contractor if chosen, shall only assign armed security personnel under this Agreement, if:

- the company holds all permits required for the security agency by the Wisconsin Department of Safety and Professional Services (DPS) to employ and utilize armed private security personnel.
- all employees assigned as armed security personnel at City Hall of Green Bay under this agreement have been issued and continue to hold valid, current permits, and certifications required by the Wisconsin DPS to carry a firearm and go armed as a private security person, including but not limited to a certification of proficiency to carry a firearm (a Wisconsin Concealed Carry license alone is not considered adequate under this Agreement); and
- all armed employees must follow all rules established by the Wisconsin DPS for performing armed private security guard work and all other applicable laws and regulations and hold any other permits that may be required by law.

Firearms and Other Weapons. SPI, under this RFB, agrees to operate in compliance with Wisconsin Administrative Code Chapter SPS 34, and all other applicable regulations, at all times while performing work under this Agreement. SPI's officers may carry any other type of lawful weapon only if approved by SPI and the Green Bay Police Department, and in compliance with all laws applicable to such weapons.

Recruitment Process and Standards for Security Supervisory Staff

The recruiting process for our security supervisory staff includes everything outlined in the previous section for our security officers. In addition to the baseline criteria, we consider the following criteria:



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- Security experience with SPI or a previous employer
- Past supervisory experience with SPI or a previous employer
- Military or law enforcement experience
- Completed training certifications with SPI and outside the firm.

As per the RFB regarding officer supervision, SPI shall supervise the security personnel provided under the contract and shall be solely responsible for their performance. SPI security officer(s) conform to the highest standards of protection service. Further, SPI agrees to remove from service any of our officer(s) upon request of the City Hall of Green Bay. Without limiting SPI responsibility, SPI officer(s) shall conform to the rules and regulations at the properties in accordance with written instructions from the officials at the City Hall of Green Bay.

SPI TRAINING PROGRAM FOR SECURITY OFFICERS

Training is a very important part of what makes SPI stand out from other security companies. All officers go through SPI's training program which consists of level training, site-specific training, client-requested additional training, continuing education, and elective training courses. All courses meet or exceed the requirements by the Wisconsin DSPS as well as for the Illinois DFPR.

To provide a specialized training program (or on-site training program), we take extra care to thoroughly document a training plan for our officers plus provide surprise visits on-site to make sure they are providing security services accordingly. Assessment sheets are created by the Director of Operations to measure each security officer and their performance. If an officer still shows areas of improvement, then we use the assessment sheets as a guide to ensure all proper security protocol is followed.

As stated previously, all officers are required to be back in the classroom every 6 months to keep up on their techniques and knowledge (including on-site training materials if it pertains to the security officer) as well as the latest techniques in the security industry.

To ensure compliance with the state and federal mandated requirements, officer training is tracked three ways: SPI's electronic personnel database, SPI's individual employee compliance file and Individual Training Records maintained by the instructor(s). Most of the training is led by Juan Reyes. Depending on the training required, Juan will also bring in other certified instructors to train officers.

SPI's primary training is its Security Level Training. The curriculum is broken down into three levels. Each officer is provided continued training in their current level until each officer shows proficient skills to progress to the next level.

LEVEL I TRAINING

LEVEL I Training consists of a mandated 20-hour training course. This training course includes Introduction to Security, Patrolling 1 & 2, Report Writing, Basic Laws of Arrest, Post Orientation, Uniform & Equipment, and Customer Service. In addition to the state mandates, SPI requires all employees to be trained in Crisis Prevention Intervention (CPI), National Incident Management System (NIMS), CPR, First Aid, and AED Usage.



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LEVEL II TRAINING

LEVEL II Training involves officers receiving the same training as Level I officers and receiving additional tactical training. Level II officers go through the Monadnock Training Program (handcuffing, proper searching, baton, defensive tactics, pressure points, holds & take-downs, etc.).

Officers also go through Advanced Report Writing, Oleoresin Capsicum ("OC" or pepper spray) Techniques, Verbal Judo and X26 TASER Training.

LEVEL III TRAINING

LEVEL III Training includes the completion of Level I and Level II training. The supervisory team collectively decides which officers have proven themselves to be exemplary employees and offer the opportunity to go through Level III training. Level III training involves the IDFPR mandated 40-hour Firearms Training course or the Wisconsin 36-hour firearms training course for new firearms permits as described in Wis. Admin. Code SPS § 34.03(1). The training must be provided by a firearms proficiency certifier approved by the Department.

For Wisconsin, applicants who wish to apply equivalent training under SPS 34.03(2) must submit evidence they were authorized by another licensing jurisdiction or governmental agency to carry a firearm while on duty as a police officer, a security guard, or a private detective in the five years immediately before applying to the department for a firearms permit.

Additional advanced tactical training in such areas as Weapons Retention & Rapid Deployment is also given to all officers in this level.

SITE-SPECIFIC TRAINING

Site-Specific training goes above and beyond the level training. This training involves:

- reviewing of security officer requirements as specified by this proposal and the security plan developed with our clients including training paid for by SPI.
- scheduling, staffing requirements, and education on each employee's responsibilities for specific locations, and static posts for security officers and supervisors.
- site orientation and walk through conducted by Juan and the Director of Operations.

SPI understands the City of Green Bay requirements prior to the assignment to the properties and on a regular basis to train its officers on the following topics:

- Legal restrictions/responsibility/authority
- Communications procedures/radio and telephone
- Patrol procedures
- Report writing



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- Safety vulnerabilities and principles
- Public relations; and
- Tactical awareness and threat assessment.

SPI also understands that officer(s) and employees must demonstrate satisfactory knowledge of Wisconsin law as it pertains to private security, arrest, search, and seizure. SPI must certify this training of Wisconsin law has taken place prior to the assignment of personnel, and re-certify each officer annually, after their initial assignment to City Hall.

USE OF TRAINEES

SPI understands the company may assign a new employee, designated as a "Trainee," if the trainee has been issued a temporary private security permit under Wis. Stat. sec. 440.25(5r). SPI also understands:

- all trainees will go through the training process as set forth by our own company standards and as set forth by our clients.
- and agrees that during such time all trainees shall obtain all required permit(s) and shall not work as the primary guard on any property without prior approval from our clients.
- trainees will not work on site unless they have all the required permits and have been approved to work the site from our clients.
- trainees whose permit has been denied shall not be able to work on site.
- copies of all required private security or private detective permits and certificates of proficiency to carry a firearm (if applicable) shall be provided to the client upon request and shall be posted in the respective office(s) where the employee works if an office is provided under this agreement.

ADDITIONAL TRAINING

Additional training can be requested by the client for our security officers. SPI works closely with each client to ensure all members of the security team are trained. For example, one of our clients requires SPI officers to undergo OSHA and DEA Compliance Training prior to work at their location. We also understand the requirements as set forth in this RFB that all officers will comply with the required training as set forth by the Green Bay Police Department.

CONTINUING EDUCATION

Continuing education is required of SPI officers at least every 6 months. SPI will also adhere to any additional training policies set forth by our clients.

Not only do we provide and educate our officers with new and updated information in the related security field, often as part of the continuing education, "seasoned" level II and level III officers will assist with Level I and Level II Training Classes.



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ELECTIVE TRAINING COURSES

Elective training courses are offered in addition to SPI's basic and continuing training curriculum. SPI officers can participate in a wide variety of elective training courses. This can include everything from Terrorist Patrol to Bomb Threat Training & Management.

SPI TRAINING PROGRAM FOR SECURITY SUPERVISORY STAFF

The supervisory staff participates in the same training as all security officers plus they have additional classroom training specific for supervisors. They are trained on-site by the Director of Operations. The training staff takes time to work with each member of the supervisory staff for each site to ensure they are following proper protocols and post orders.

Supervisory staff members will report directly to the Director of Operations and the President daily. Surprise on-site visits will also be part of the training program to ensure supervisors are taking a leadership role to manage the security staff, communication is being properly managed with our client, and site responsibilities are being accomplished.

Feedback from our clients is always encouraged. This helps us to ensure the supervisory and security staff are providing the best service.

UNIFORMS

Officer(s) shall be completely outfitted with client-approved uniforms, identification, and other equipment as needed and deemed acceptable by the City Hall of Green Bay. SPI officer(s) are always in uniform while on duty.

EQUIPMENT

Phones. SPI will supply a cell phone or similar mobile device if requested by our client and each phone is equipped with the SilverTrac Guard Management app, an application that tracks the officer during their shift and produce daily automated reports showing everything done while on duty. The phones shall also be programmed with the phone numbers to contact any staff members and the Green Bay Police Department and Fire Departments.

Other Equipment. SPI will supply all other necessary equipment. Officer(s) will use equipment and/or supplies owned by our client or its affiliates only with the express permission of the client.

Patrol Vehicles. SPI will provide and maintain all vehicles needed to transport officer(s) between the various properties.

Keys. Our client may provide the SPI officer(s) with access to key(s) to the property, but SPI officer(s) will not be provided a "master" key or any keys to the resident units, or access to such keys. SPI will comply with procedures established by the client for access to keys, including a procedure to return keys to a secure location on site at the end of each shift using a method to be agreed upon with each Site Manager and shall also comply with any requirements for keys in this RFB.



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SPI officer(s) will immediately report to the supervisor and the client if any keys are lost, stolen, or missing. SPI officer(s) will ensure all keys are properly stored at the end of each shift and/or expiration of this contract. SPI understands that we would be responsible for all costs associated with lost or stolen keys, including the cost of re-keying a building or buildings.

SPI would indemnify, defend, and hold harmless the City of Green Bay and the City Hall of Green Bay and their officers, officials, agents and employees from all claims, expenses, losses, damages, and attorney's fees, including third party claims, resulting from, or arising out of SPI or SPI employees, agents or subcontractor's loss, mishandling, use or access to such keys. The parties intend the preceding sentence to be read together with section 12.a. to provide the maximum protection and benefit to the client. This paragraph shall survive the termination or expiration of this Agreement.

PERMITS AND LICENSING

SPI officer(s) perform all security work in a thorough and professional manner in accordance with the accepted methods and practices and are always in strict compliance with all federal, state, and local ordinances, laws, and regulations. SPI will obtain and pay for all necessary permits, training, approvals, and acceptances required by law.

ALCOHOL AND DRUG CONSUMPTION

SPI officer(s) shall not consume alcoholic beverages eight (8) hours prior to reporting for duty nor on the job at any time. SPI officer(s) shall not consume illegally controlled substances at any time prior to or while on the job. SPI officer(s) must always conduct themselves in a professional manner while on the job.

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SPI UNIFORM POLICY

Professionalism is something that SPI, as a company, prides itself on. Part of being a professional security officer is to look the part, which is why SPI employees are required to have Class A uniforms. Due to the public nature of a security officer's duties and the business necessity of uniformed personnel presenting an image of professionalism and authority, a code relative to an officer's appearance in uniform is hereby prescribed. All officers are expected to come dressed appropriately for their job. They should arrive on the site in the designated uniform, with their company badge, and be ready to start their shift.

To ensure all officers are properly attired in their uniforms, supervisors will conduct random officer inspections. Inspection will include uniform, appearance, and personal hygiene. These inspections will remain in the employee personnel file, for the duration of their employment.

Each uniform option is discussed with each client and the client makes the final decision on what is worn for duty.

A. Level I, II, & III Uniform Requirements

Level I and II Officers are required to wear duty belts which contain only equipment that the officer has been trained on. For example, an officer that has not been trained and certified on a taser should not be carrying a taser or a stun gun on his or her duty belt. Level III Officers carry a firearm and a holster along with their certified level I and level II equipment plus they are required to wear an outer vest.

B. Class A Uniform

Class A Uniform is the standard uniform for SPI Officers. Class A Uniforms consist of a long- or short-sleeved black shirt with the appropriate SPI patches, matching black uniform pants, company ID, SPI cap, black socks, a black undershirt, and black shoes (no tennis shoes).

C. Professional Business Dress Uniform

We have clients that prefer for our officers to not be wearing our standard company uniform. One popular option with clients is for our officers to wear business slacks, with black shoes, a white button down shirt and a nice sports jacket with our security emblem on the coat and visible.

D. Personal Hygiene

All officers are required to maintain a good level of personal hygiene at all times. Excessive perfume or cologne is not acceptable.

The hair length of male officers is not to extend beyond the top of the collar on a button-front dress shirt. Facial hair is limited to a neat and trimmed mustache or beard.

Female officers who have hair longer than ½ inch over a collar on a button-front dress shirt must have their hair pulled back into a ponytail or a bun.

E. Jewelry

Officers may wear rings and/or non-dangling earrings. If an officer has facial piercings, he or she is expected to wear an invisible spacer while on duty. For the safety of the officer, it is recommended that officers do not wear any kind of jewelry while on duty. All officers wear jewelry at their own risk.



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7120 Windsor Lake Parkway
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If worn, eyeglasses and sunglasses must be in keeping with the uniform. Exaggerated size or shapes, mirrored lenses, or neon-colored frames, for example, are not considered acceptable.

Class A uniforms are the standard uniform for SPI officers. Class A uniforms consist of the company ID, SPI cap, a long- or short-sleeved black shirt with the appropriate SPI patches, a black undershirt (if applicable), matching black uniform pants, black socks, and black shoes (no tennis shoes). Please see below for examples of approved uniform components.



These shirts must have the SPI badge emblem (see photo 1 below) sewn on the front left side of the shirt above the pocket and SPI logo emblems (see photo 2 below) – on the shoulder of each shirt sleeve. All shirts are to be free of stains and tears. It also must be pressed and clean without wrinkles.



Photo 1



Photo 2



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Acceptable black uniform pants include BDUs or cargo pants. See below. The bottom of each pantleg should just touch the top of the shoe causing a slight break in the leg crease.



The SPI cap, black socks, a black undershirt (if applicable), and black shoes (no tennis shoes) complete the look of the Class A uniform. See below. The ball cap (if worn) is to be worn squarely and firmly on the head.



If SPI stock is not available at the time of hire, the employee will be given instructions for appropriate uniform ordering. All orders for uniforms will have to be approved by the President of SPI.



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The President of SPI has approved alternatives for the summer uniform. Officers may wear shorts that are one (1) inch above the knee, SPI Cap, short-sleeve button down shirt, a black polo shirt (only if approved by the site being worked), short black socks, and black shoes (no tennis shoes). See below.



SPI has a business formal uniform that is requested by our clients. It includes a black blazer, black pants, white button-down shirt, black socks, black shoes, and black tie (black tie may or may not be worn). It is the discretion of the client. This uniform must be cleaned and pressed at all times.





UNIFORM LEVEL REQUIREMENTS

As stated, Class A Uniforms are the standard uniform for SPI Officers. Class A Uniforms consist of company ID, SPI cap, a long- or short-sleeved black shirt with the appropriate SPI patches, black undershirt (if wearing one), matching black uniform pants, , black socks, and black shoes (no tennis shoes).

Level I, II, & III Uniform Requirements

Level I, II, and III officers are required to wear equipment that the officer has been trained on along with the standard Class A Uniform. Listed below is the equipment required for each level of officer.

Level 1	Level 2	Level 3
SPI company ID	SPI Company ID	SPI Company ID
Duty Belt	Duty Belt	Bullet Proof Vest
Inner Belt	Inner Belt	Outer/Inner Carrier
Belt Keepers	Belt Keepers	Duty Belt
Handcuffs and case	OC Spray and Holder	Inner Belt/Belt Keepers
OC Spray and Holder	21" or 26" ASP Baton and Holder	Firearm (Certified by SPI) and Holster
Med Pack	Handcuffs and Case	OC Spray and Holder
Vest	Med Pack	21" or 26" ASP Baton and Holder
	Vest	Handcuffs and Case
	If certified: Taser and Holder	Med Pack
		If certified: Taser and Holder

Photo below – uniformed officer with Gig Line (see red arrow in photo).

Gig line is a military term that refers to **the alignment of the seam of the uniform shirt, belt buckle, and uniform trouser fly-seam**. To be properly dressed, these three should align to form a straight line down the front of a person's body.





SCOPE OF WORK FOR SECURITY OFFICER SERVICES

Security Pro Intel (SPI) understands the security service requirements as set forth in the RFB. SPI understands the company will provide the personnel and equipment needed for the City Hall in Green Bay.

The specific duties of the SPI security officer(s) assigned to this contract will include but are not limited to:

SCHEDULE | OFFICER SELECTION

- Provide one officer on shift from Monday through Friday during City Hall hours. The officer is active and certified and in good standing with the State of Wisconsin as either a law enforcement officer (retired or active) or an experienced security officer.
- SPI will submit each candidate's drug screening results and background checks to be reviewed by the City of Green Bay for satisfactory completion. The approval of a candidate is required by the City of Green Bay or else the candidate will not be allowed to provide security services. SPI also understands the costs for the drug screening and background checks will be covered by the company and all information must be sent over to the City of Green Bay Human Resources Department no later than 14 calendar days prior to contract commencement date and prior to new officers starting once the contract has been awarded.
- SPI will provide a letter to the City of Green Bay Human Resources detailing each of the licensed officers that will be working for review and approval. The City of Green Bay reserves the right to remove a candidate employee immediately for any conduct determined to be detrimental to the City of Green Bay.
- SPI will provide each officer with uniforms, flashlights, batteries, chargers, smart phones, a firearm with holster, spare magazine, and magazine pouch. The preferred uniform will be a "soft" uniform consisting of a sport coat with the company logo, and dress/casual pants. (See our uniform section for complete uniform styles offered.)

OPERATIONS

- SPI will ensure that all uniformed personnel are on time, alert, and capable of performing their assigned duties in a professional manner. All security officers are dressed in security uniforms provided by the company. The one officer or the supervisor will work Monday – Friday from 7am – 5pm (time may vary per season and may change based on the direction of the City of Green Bay).
- SPI also acknowledges any officer that does not report on time, a replacement officer will be sent within one hour of receiving the notice unless another arrangement is made with the City of Green Bay.
- SPI understands and acknowledges the ability to return a phone call from a responsible contact person within twenty minutes of receiving a call from the City of Green Bay.
- SPI recognizes and respects the confidential nature of doing business with the City of Green Bay and acknowledges not to disclose any confidential information to any uninvolved persons or agencies.



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- There will be monthly quality meetings between SPI and the representatives of the City of Green Bay.
- SPI will provide post orders for the post and update the materials annually or whenever required.
- An account manager from SPI is assigned to the City Hall of Green Bay for quarterly site visits and provides detailed reports on inspection to the appropriate contact within 48 hours of the visit. The account manager provides a proactive role in making necessary recommendations, reviews and maintains all records, provide special training (if required), participate in security related exercises and skill evaluations, and serve as primary contact on all matters with the City of Green Bay.
- SPI will assign a supervisor assigned to this contract and must work at least one full shift per week. The supervisor will be fully trained and be able to perform all required duties.
- Security officer duties include:
 - o Reporting to duty on time and in proper uniform.
 - o Conduct a sweep of the entire City Hall before the doors open to the public.
 - o Greet and visually inspect all employees and clients entering city hall.
 - o Check visitors in who have appointments with City Hall personnel.
 - o Assist anyone who becomes ill or has a medical emergency.
 - o Assist as a crowd monitor for special functions during their shift as directed.
 - o Notify the Green Bay Police Department of any violations of city ordinances, state, and federal laws.
 - o Record and report all property damage discovered while on shift as well as report anything out of the ordinary or unusual.

TRAINING

- SPI will provide a detailed pre-site training plan for all officers assigned to the city hall which includes a minimum of 16 hours of pre-site training on topics provided by GBPD and GBMFD Training Staff that must be completed prior to starting the work assignment. The topics include Professional Communication Skills (4 hours), First Aid-including CPR/AED and Stop the Bleed (4 hours), Firearms (4 hours), and Defensive Tactics (4 hours).
- All security officers must be required to receive at least 8 hours of refresher and/or new training as determined by the contractor and/or the City of Green Bay on an annual basis.
- SPI acknowledges proof of pre-site officer training must be provided to the City of Green Bay or else the candidate will not be allowed to provide security services.



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RESPONSIVE PROPOSER WORKSHEET

RFB#: 2024-06

- b. Security officer total – 50 hours weekly – Work Hours will mirror City Halls Work Hour Schedule. Hours may adjust seasonally. Please indicate below estimated lead officer hours up and above the 50 hour Security Officer Schedule.
- c. The City of Green Bay reserves the right to reduce, increase or modify the hours as deemed appropriate to meet the needs without penalty.

RESPONSIVE PROPOSER WORKSHEET

This worksheet is to be completed by the Proposer.

A responsive proposal will provide information supporting all the items on this worksheet as part of the bid package.

A responsive bid will include information on all the following elements:

A Security Firm

- Are you a security firm? YES ☒ NO ☐
 - A security firm is defined by the city of Green Bay as a firm that derives 51% or greater of its annual revenue from security guard services, private investigations, and security consulting.
- Percent of annual revenue derived from security services: 100 %

Experience Type

Years Experience

Total number of years in business 22 (5 years minimum)

Public Service Agencies 22 (5 years minimum)

Employee Information

Number of employees on payroll 30-40

COST TABULATION PAGE

Position	Bill Rates	Associated Pay Rates
Security Officer	\$ <u>55.00</u> / hr.	\$ <u>82.50</u> / hr
Lead Officer / Supervisor	\$ <u>65.00</u> / hr.	\$ <u>97.50</u> / hr

Questions:

1. What is the lead time after notice to proceed?

30 Days

If yes, please explain:



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FORM A: SIGNATURE AFFIDAVIT

RFB#: 2024-06

**Form A: Signature Affidavit****RFB #: 2024-06***This form must be returned with your response.*

In signing Bids/Proposals, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise take any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit Bids/Proposals, that Bids/Proposals have been independently arrived at, without collusion with any other Proposers, competitor or potential competitor; that Bids/Proposals have not been knowingly disclosed prior to the opening of Bids/Proposals to any other Bidders/Proposers or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this Bid/Proposal, hereby agrees with all the terms, conditions, and specifications required by the City in this Request for Bids/Proposals, declares that the attached Bids/Proposals and pricing are in conformity therewith, and attests to the truthfulness of all submissions in response to this solicitation.

Bidders/Proposers shall provide the information requested below. Include the legal name of the Bidders/Proposers and signature of the person(s) legally authorized to bind the Bidders/Proposers to a contract.

Has your Company ever been debarred ☐ Yes ☒ No If, So Please Explain

Security Pro Intel, Inc.

COMPANY NAME

SIGNATURE

3/22/2024

DATE

Juan Reyes

PRINT NAME OF PERSON SIGNING



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**FORM B: RECEIPT OF FORMS
AND SUBMITTAL CHECKLIST**
RFB#: 2024-06



Form B: Receipt of Forms and Submittal Checklist

RFB #: 2024-06

This form must be returned with your response.

Proposers hereby acknowledge the receipt and/or submittal of the following forms:

Forms	Initial to Acknowledge SUBMITTAL	Initial to Acknowledge RECEIPT
Description of Services/Commodities	N/A	JR
Form A: Signature Affidavit	JR	N/A
Form B: Receipt of Forms and Submittal Checklist	JR	N/A
Form C: Vendor Profile	JR	N/A
Form D: Bid Offer Form	JR	N/A
Form E: References	JR	N/A
Statement of Qualifications (SOQ) if necessary	JR	N/A
Appendix A: Standard Terms & Conditions	N/A	JR
Appendix B: Contract for Purchase of Services	N/A	JR
Addendum #		

Security Pro Intel, Inc.

COMPANY NAME



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FORM C: VENDOR PROFILE

RFB#: 2024-06

**Form C: Vendor Profile****RFB #: 2024-06***This form must be returned with your response.***COMPANY INFORMATION**

COMPANY NAME (Make sure to use your complete, legal company name.) Security Pro Intel, Inc.			
FEIN 83-3892908		(If FEIN is not applicable, SSN collected upon award)	
CONTACT NAME (Able to answer questions about proposal.) Juan Reyes		TITLE CEO, Owner	
TELEPHONE NUMBER (815) 637-6950		FAX NUMBER (815) 637-6955	
EMAIL jreyes@securityprointel.com OR office@securityprointel.com			
ADDRESS 7120 Windsor Lake Parkway, Suite 102		CITY Loves Park	STATE IL
			ZIP 61111

ORDERS/BILLING CONTACT

Address where City purchase orders/contracts are to be mailed and person the department contacts concerning orders and billing.

CONTACT NAME Effie Reyes		TITLE Office Manager	
TELEPHONE NUMBER (815) 637-6950		FAX NUMBER (815) 637-6955	
EMAIL accounting@securityprointel.com			
ADDRESS 7120 Windsor Lake Parkway, Suite 102		CITY Loves Park	STATE IL
			ZIP 61111

CREDIT CARD

STATE IF COMPANY ACCEPTS PAYMENT BY CREDIT CARD: The City does not pay service charges.	YES ☒ or NO ☐ (check one)
---	---



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FORM D: BID OFFER FORM
RFB#: 2024-06

**Form D: Bid Offer Form****RFB #: 2024-06***This form must be returned with your response.*

Prepare the bid offer form as all inclusive, not-to-exceed, fixed fees:

- Fixed Fee – All prices, rates, fees and conditions outlined in the proposal shall remain fixed and valid for the entire length of the contract and any/all renewals.
- Please consider a price proposal as supplemental info to this bid form (Please note the bid form should be filled out also if that is the case)

SECURITY OFFICER SERVICES – SCOPE OF WORK

- I. **GENERAL:** It is the intent of this Scope of Work to describe the minimum requirements for *SECURITY OFFICER SERVICES* for the City of Green Bay City Hall Complex. The terms of the contract shall be for a period of one (1) year from the date of award with the option to extend for four (4) additional one-year periods upon mutual consent. Bill rates may be negotiated for the coming year extension.
- II. **CONTRACTOR EXPERIENCE AND OTHER REQUIREMENTS:**
 - a. The Proposer must be an ongoing security firm where security guard services, private investigations, and security consulting account for at least 51% of the annual revenue.
 - b. The Proposer must have a minimum of five (5) years' experience in providing security officers in the following types of environments:
 - i. Metropolitan office buildings
 - ii. Public service agencies
 - c. The Proposer must include the following information in their bid:
 - i. Number of years in business
 - ii. Number of employees on payroll
 - iii. Employee turnover rate for the past 3 years
 - d. The Proposer must also be able to furnish trained, licensed, uniformed, and bonded officers.
 - e. The successful proposer will be required to provide a certificate from a bonding company or a certificate of insurance and affidavit of no interest. The standard insurance requirements will be:
 - i. Coverage Amounts: Worker's Compensation Statutory Limit
 - ii. Comprehensive Liability
 1. Bodily injury \$500,000 per occurrence - \$1,000,000 aggregate
 - iii. Property Damage
 1. \$500,000 per occurrence
 - iv. Employee Dishonesty Coverage at a minimum of \$30,000 per security officer
 - v. Umbrella
 1. \$2,000,000

- f. Proposer must be licensed by the State of Wisconsin as a security contractor or private detective agency (in accordance with SS. 440.26). A copy of the Proposer's agency license must be included with the Proposer's proposal.
- g. Officers supplied by the Proposer must have a current State of Wisconsin Private Security Permit.
- h. The City of Green Bay reserves the right to have the final determination in the officers selected and scheduled for this position.**
- i. Officers supplied by the Proposer **MUST** have the following qualifications:
 - i. Active and certified, in good standing, as an active-duty law enforcement officer in the state of Wisconsin and be fully employed (minimum of 35 hours per week) as a law enforcement officer with a recognized local or state law enforcement agency; or
 - ii. Be a credentialed retired Wisconsin law enforcement officer in good standing with their former agency; and
 - iii. Have a minimum of (3) consecutive years' full-time active law enforcement experience with a recognized local, state, or federal law enforcement agency; and
 - iv. Be off duty from law enforcement agency while providing armed security services for Proposer; and
 - v. Demonstrate and maintain firearms proficiency with their duty handgun in accordance with relevant state Law Enforcement Training and Standards. Documentation of proficiency shall be provided to the Green Bay Police Department Training Division at the time of hiring and annually. Failure to maintain proficiency in any area may lead to a discontinuation of service.
- j. The Proposer must be able to provide a return phone call from a responsible contact person within twenty minutes of receiving a call from the City of Green Bay.
- k. The Proposer must include details of the type of pre-site training that is given to their security officers in the proposal. Security officers that are assigned to this contract must have a minimum of 16 hours of pre-site training on the following topics provided by GBPD and GBMFD Training Staff prior to starting their work assignment:
 - i. Professional Communication Skills (4 hours)
 - ii. First Aid (including CPR / AED and Stop the Bleed) (4 hours)
 - iii. Firearms (4 hours)
 - iv. Defensive Tactics (4 hours)
- l. Officers shall also be required to receive at least 8 hours of refresher and / or new training as determined by the contractor and / or the City of Green Bay on an annual basis.

- m. Proof of pre-site officer training must be provided to the City of Green Bay. Additionally, a candidate's drug screening and background check must be submitted to the City of Green Bay. Pre-site training, drug screen and background check will be reviewed by the City of Green Bay for satisfactory completion. Security officers who have not received the required pre-site training or have not passed a certifiable drug screening test and background check detailed herein will not be allowed to provide the services requested herein.
- n. The successful Proposer must supply a letter detailing each of the licensed officers that will be working. This letter shall be provided to the City of Green Bay Human Resources Manager for review and approval prior to starting any work. The letter for each officer will confirm they have completed a background check, list all training completed, outline candidates educational background and passed a certifiable drug screening test and are participating in a drug re-screening program that is acceptable to the standards of the City of Green Bay. All costs related to the drug screening tests shall be the responsibility of the Proposer.
- o. All costs associated with the background investigations shall be the responsibility of the Proposer.
- p. The City of Green Bay reserves the right to remove a contract employee immediately for any conduct determined to be detrimental to the City of Green Bay. The City of Green Bay Human Resources Department will notify the Proposer of a determination to remove a contract employee giving cause.
- q. The successful Proposer is required to provide documentation for proof of pre-site training and on the job training, along with the drug testing, and the background checks to the City of Green Bay Human Resources Department no later than fourteen (14) calendar days prior to the contract commencement date and prior to new officers starting once the contract has been awarded.
- r. Recognizing the confidential nature of the information associated with this work, neither the Proposer nor any of the contractor's employees shall discuss nor disclose any information regarding any of the internal security operations of the City of Green Bay and this Scope of Work with any uninvolved persons or agencies. The security contractor shall not release any information either verbally or in writing to any uninvolved persons and agencies without prior written approval from the City of Green Bay. Also, no photographs of the city hall complex or its operations covered by this Scope of Work are permitted without the written consent of the City of Green Bay.
- s. Proposer shall ensure that all uniformed personnel provided under this Scope of Work are on time, alert, and capable of performing their assigned duties. If the assigned officer does not report on time, the Proposer is required to send a replacement officer within one hour of receiving the notice unless another arrangement has been made with the City of Green Bay.
- t. All services shall be performed in a professional manner. All security officers shall be dressed in security uniforms provided by the successful proposer. They shall be neat and clean; and their appearance shall set a good example.
- u. The successful Proposer shall be responsible for furnishing their security officers with uniforms, flashlights, batteries, chargers, smart phones. Additionally, the Proposer shall

be responsible for furnishing their security officers with a duty firearm, holster, spare magazine(s), and magazine pouch(s).

- i. Duty Firearms will be chambered in 9mm, .40, or .45 with a minimum 10 round magazine capacity. Spare magazines will also have a minimum 10 round capacity.
 - ii. Uniforms for this Scope of Work will be “soft” in appearance (plain clothes) and will consist of sport coat (with company logo) and dress / business casual pants. Acceptable uniforms may also include a pullover (with company logo) and dress / business casual pants. Sport coat and / or pullover will allow for the duty firearm and spare magazine(s) to be concealed.
 - iii. Proposer must provide colored pictures of the different types of uniforms that are available with their proposal submittal.
- v. Officers must have a valid security company ID containing a picture of the officer. This picture ID card must be displayed at all times while in the facility as part of their uniform requirements.
- w. Security Officer coverage can be modified by the City of Green Bay upon request without affecting the proposed billing rates (i.e. increase or decrease the number of required hours, increases or decreases in the number of officers required, or changes in required duties.
 - i. The City of Green Bay will provide the Contractor with a minimum of twenty-four (24) hours for any changes.
- x. Monthly quality meetings shall be conducted between representatives of the City of Green Bay and the Proposer in order to discuss methods of maintaining and improving the overall quality of service provided by the Proposer.
- y. Security level improvements shall not be implemented without the prior approval of the City of Green Bay.
- z. Proposer is required to provide annually updated written post orders documenting operational instructions the officers are to follow. These procedures are to be created with input from the City of Green Bay and must be approved by the city before they are implemented. All officers shall read and be signed off on these post orders as part of their ongoing training.
- aa. Proposer shall be required to perform all necessary security services and duties as outlined in the Scope of Work. The requirements of this Scope of Work shall continue uninterrupted despite strikes, threats of strikes or walkouts, terrorist activities, emergencies and adverse weather conditions or disasters (natural, deliberate or accidental). Should the Proposer at any time be unable to provide the required personnel or equipment, the City of Green Bay reserves the right to obtain resources on the open market from other security contractors as need arises. Should the cost for obtaining resources from other security contractors exceed those proposed by the successful Proposer, the City of Green Bay shall make deductions from current invoices for the difference between the proposed price and the open market price.

III. Account Manager Duties

- a. Provide administration and operational direction of the security team in carrying out the provisions of the security program. Provide quarterly site visits and provide a detailed report on the inspection to the appropriate contact within 48 hours of the visit.

- b. In a proactive role, recommend to the City of Green Bay new or revised security procedures as deemed necessary for consideration at monthly quality meetings.
 - c. Review and maintain all security records / reports to assure accuracy and completeness.
 - d. Provide special training at the request of the City of Green Bay's designated contact person in order to address specific client concerns regarding deficiencies in guard training or performance.
 - e. Participate in security related training exercises and skill evaluations.
 - f. Serve as the primary contact for the City of Green Bay on any matters regarding the contract and service provided.
- IV. Supervisor or Lead Officer
- a. Operate as the primary supervisor and document all instances of performance deficiencies and communicate them to the appropriate contact at the City of Green Bay.
 - b. Serve as a coach and mentor to security officers assigned to the city hall complex.
 - c. Provide site specific training for new security officers according to the provisions explained within this Scope of Work.
 - d. Be fully trained and able to perform the duties described in Section V in any conditions.
 - e. Supervisors / Lead Officers must work at least one full shift per week.
- V. Security Officers Duties
- a. Report for work on time and in uniform according to the standards established therein.
 - b. Conduct a security sweep of City Hall (interior) prior to doors being opened to the public.
 - c. Greet and visually inspect all employees and clients entering city hall.
 - d. Direct clients to their required destination in city hall and answer any questions they may have.
 - e. Check in visitors who have appointments with city hall personnel on floors 2-6
 - i. Log in their visit with the current data collection system
 - ii. Notify the appropriate city hall personnel of their client's arrival.
 - iii. Issue a visitor's pass.
 - iv. Provide access to the secure elevator / stairwell.
 - v. Collect visitors' passes when they leave.
 - f. Assist persons who become ill and call for emergency help. Otherwise assist with the City's first response to medical emergencies.
 - g. Assist in serving as crowd monitor for special functions during their shift as directed by the City of Green Bay representative.
 - h. Notify the Police for violations of city ordinances, and state and federal laws.
 - i. Record and report all property damage discovered.
 - j. Report any out of the ordinary or unusual situations.
 - k. Perform other related duties as may be assigned by the by the designated City of Green Bay representative.
 - l. Respond to any disturbances or threats to life and bodily security inside city hall or in the parking lot of city hall and notify police immediately. Attempt to de-escalate verbal disturbances. Take appropriate and necessary lawful actions to stop any threat to life or bodily security.
 - m. Activate appropriate alarm systems (fire / active threat)

- n. Monitor security cameras as needed.

VI. References

- a. Proposer must include with their proposal the names of at least five (5) firms (current and past) for whom they have provided security officer services similar to those described in this specification. References shall include the name of the firm and the name and phone number of the contact person.

VII. Work Locations

- a. Green Bay City Hall – 100 N. Jefferson St.

VIII. Equipment and Keys Supplied by the City of Green Bay

- a. All property furnished by the City of Green Bay as part of this contract shall remain the property of the City of Green Bay and shall be used only in the performance of the duties outlined in this Scope of Work.
- b. During the contract term, the contractor shall be responsible for the loss or damage of any equipment supplied by the City of Green Bay that is the result of negligence or unauthorized use by the contractor's employees.
- c. Upon termination, for whatever reason, the Contractor is responsible for the return of all equipment and keys assigned to them.
- d. Failure to return all equipment and keys shall result in a penalty whereby the Contractor will be held liable for all costs associated with changing of all locks resulting from non-returned or lost keys and/or the replacement cost of said equipment. Said penalty shall be deducted from the City's outstanding balance due the contractor at the time of the termination or will be invoiced to the vendor if there are no outstanding invoices.

IX. Equipment Supplied by the Contractor

- a. The Proposer must supply all the uniforms for their personnel. Uniforms shall be of the same color and style, and well suited for the conditions at the work location. Footwear shall be appropriate for the conditions at the assignments.
- b. The Proposer will be responsible for mobile communications. The Proposer shall provide smart phones for all security officers.

X. Salary Requirement and Bill Rates

- a. The only acceptable bill rates are as follows:
 - i. Security officer rate
 - ii. Supervisor / Lead Officer Rate
 - iii. Security officer overtime rate
 - iv. Supervisor / Lead Officer overtime rate
- b. The City of Green Bay assumes the responsibility for a per-request Emergency Call Out fee. This fee may be billed to the City of Green Bay when staffing is requested with less than 24 hours' notice. New staffing requests with less than 24 hours' notice may also be billed at the overtime rate from the start of the request to the end of the request or through the end of the successful Proposer's pay week, whichever occurs first. Requests continuing into a new pay week will be billed at the regular time rate.
- c. Overtime will be 1.5 times the respective hourly rate for security officers, lead officers / supervisors. Overtime rates may be billed for holidays established by the contractor.

XI. Coverage

- a. One officer or lead officer / supervisor will be assigned to this post Monday – Friday from 7am – 5pm.

- b. Security officer total – 50 hours weekly – Work Hours will mirror City Halls Work Hour Schedule. Hours may adjust seasonally. Please indicate below estimated lead officer hours up and above the 50 hour Security Officer Schedule.
- c. The City of Green Bay reserves the right to reduce, increase or modify the hours as deemed appropriate to meet the needs without penalty.

RESPONSIVE PROPOSER WORKSHEET

This worksheet is to be completed by the Proposer.

A responsive proposal will provide information supporting all the items on this worksheet as part of the bid package.

A responsive bid will include information on all the following elements:

A Security Firm

- Are you a security firm? YES ✓ NO
 - A security firm is defined by the city of Green Bay as a firm that derives 51% or greater of its annual revenue from security guard services, private investigations, and security consulting.
- Percent of annual revenue derived from security services: 100 %

Experience Type

Years Experience

Total number of years in business 22 (5 years minimum)

Public Service Agencies 22 (5 years minimum)

Employee Information

Number of employees on payroll 30-40

COST TABULATION PAGE

Position	Bill Rates	Associated Pay Rates
Security Officer	\$ <u>55.00</u> / hr.	\$ <u>82.50</u> / hr
Lead Officer / Supervisor	\$ <u>65.00</u> / hr.	\$ <u>97.50</u> / hr

Questions:

1. What is the lead time after notice to proceed?

30 Days

If yes, please explain:



SECURITY PRO INTEL, INC.

7120 Windsor Lake Parkway
Suite 102 | Loves Park, IL | 61111
Office: (815) 637-6950 | Fax: (815) 637-6955
Toll Free: (888) 206-3307
www.securityprointel.com

FORM E: REFERENCES

RFB#: 2024-06

COMPANY NAME

**Form E: References****RFB #: 2024-06***This form must be returned with your response.***REFERENCE #1 – CLIENT INFORMATION**

COMPANY NAME City of Janesville		CONTACT NAME Shelley Slapak, Recreation Director	
ADDRESS 18 North Jackson St.		CITY Janesville	STATE WI
TELEPHONE NUMBER (608) 755-3032		ZIP 53547	
FAX NUMBER			
EMAIL slapaks@ci.janesville.wi.us			
CONTRACT PERIOD 07/05/2020 - present		YEAR COMPLETED ongoing	TOTAL COST \$49,500.00
DESCRIPTION OF THE PERFORMED WORK Provided security for Rockport Pool, Janesville Ice Arena, and Rec Nights at several elementary schools. Monitor and secure entry to the various sites, monitor activity, and ensure rules for each site were maintained.			

REFERENCE #2 – CLIENT INFORMATION

COMPANY NAME Whiteside County Housing Authority		CONTACT NAME Jennifer Rylander, Exective Director	
ADDRESS 401 W. 18th St.		CITY Rock Falls	STATE IL
TELEPHONE NUMBER (815) 625-0581		ZIP 61071	
FAX NUMBER			
EMAIL wcha@wcopha.org			
CONTRACT PERIOD January 2015 to present		YEAR COMPLETED ongoing	TOTAL COST approx. \$34,000/yr
DESCRIPTION OF THE PERFORMED WORK unarmed mobile patrol, monitor/secure residents/buildings/visitors/staff, decrease/eliminate drug activity and ensure property rules are enforced			

REFERENCE #3 – CLIENT INFORMATION			
COMPANY NAME Community Development Authority - Madison, WI		CONTACT NAME Larry Kilmer, Director, Housing Operations	
ADDRESS Madison Municipal Building, Room 161 215 Martin Luther King, Jr. Blvd		CITY Madison	STATE WI
TELEPHONE NUMBER (608) 264-2305		ZIP 53703-3348	
FAX NUMBER			
EMAIL lkilmer@cityofmadison.com			
CONTRACT PERIOD May 2022 to present		YEAR COMPLETED ongoing	TOTAL COST \$1,154,400 (over a 5-year contract)
DESCRIPTION OF THE PERFORMED WORK Patrol in and around all buildings in housing authority, enforcing all local ordinances and policies for CDA-City of Madison federal properties. Decrease/eliminate drug activity around buildings.			



Appendix A

City of Green Bay Solicitations Standard Terms and Conditions

General. Throughout this document, "City of Green Bay," "City" and "Purchasing" shall be synonymous and mean the City of Green Bay. The words "bid" and "proposal" are synonymous, as are the words "bidder," "proposer," "vendor," and "contractor." The phrases "request for proposal," "request for bids," "request for quotes," "quote," "request," "invitation," and "solicitation" shall also be synonymous. As applied to the winning or selected bidder, the words "bid," "proposal," and "contract" are synonymous.

Purchase Order. A City Purchase Order or other Contract may be issued to the awarded Vendor and shall constitute the entire agreement of the City and Vendor and no other terms and conditions, whether oral or written, shall be effective or binding unless expressly agreed to in writing by the City following issuance of the Purchase Order.

If a Purchase Order is not executed, this Request for Bids Standard Terms and Conditions, the City's published Request for Bids, and the version of the Vendor's bid that was accepted by the City, shall constitute a contract and will be the entire agreement.

Bid Selection. This Request for Bids does not commit the City to award a contract, pay any costs incurred in preparation of bids, or to procure or contract for services or equipment. The City reserves the right to postpone due dates and openings for its own convenience and to withdraw this Request for Bids at any time without prior notice. The City reserves the right to accept or reject any or all bids submitted, without indicating any reasons for such rejections(s), in whole or in part, and to waive any informalities or technicalities which at the City's discretion are determined to be in the best interests of the City. The City may require the Vendor to participate in negotiation and to submit such additional price or technical or other revisions to its bids as may result from negotiation. The Vendor shall be responsible for all costs incurred as part of its participation in the pre-award process.

Addenda. Changes affecting the specifications will be made by addenda. Changes may include, or result in, a postponement in the bid due date. Vendors are required to complete the Vendor Response Sheet, acknowledging receipt of all parts of the bid, including all addenda.

Price Proposal. All Vendors are required to identify the proposed manufacturer and model, and to indicate the proposed delivery time on the attached Proposal Form. Failure to do so may cause the bid to be considered not responsive. If desired, the Vendor may include product literature and specifications. The price quoted will remain firm throughout each contract period. If price escalation/de-escalation clause is required that will be negotiated into Contract Terms.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

June 4, 2024

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on the approval of the Claims Committee Report.

The Committee may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Committee will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

BACKGROUND

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

- I. Claims Committee Rpt May