



The Reno-Sparks Convention & Visitors Authority is soliciting a
Request for Proposals for
SECURITY SERVICES
RFP 2022-03

Trent LaFerriere
(Friday, April 8, 2022)

The Point of Contact is Trent LaFerriere at (775) 827-7709, or e-mail tlaferriere@renotahoeusa.com.

All questions or additional information concerning the RFP document must be submitted to the point of contact.
No communication to any other staff or Board Member of the Reno-Sparks Convention & Visitors Authority in
regard to this RFP is allowed.

SUBMISSION DATE AND TIME: Thursday, May 5, 2022, 2:00pm



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I. INTRODUCTION

The Reno-Sparks Convention and Visitors Authority ("Authority") is currently accepting sealed responses from qualified Proposers (a "Proposer") for the provision of services, as set forth in this **Request for Proposal 2022-03**.

The Authority, an independent governmental entity established in February 1959 as the Washoe County Fair and Recreation Board. The Authority owns and/or operates the Reno-Sparks Convention Center, Reno Events Center, National Bowling Stadium, and Reno-Sparks Livestock Events Center. The Authority is the operating instrumentality in the Washoe County area for promoting conventions, tourism, and outdoor recreation.

The Authority is seeking a Firm to provide unarmed security and life safety, ushering and parking staffing services at the Reno-Sparks Convention Center, Reno Events Center, National Bowling Stadium, Reno-Sparks Livestock Events Center, and the Reno-Sparks Convention and Visitors Authority Offices. (Collectively, the "Security Services").

II. SCHEDULE

Request for Proposals Available	Friday, April 8, 2022
Mandatory pre-bid meeting	Wednesday, April 20, 2022, 10:00 AM
Written Questions Due (if any)	Tuesday, April 26, 2022, 3:00 PM
Written Responses to Questions Issued	Wednesday, April 27, 2022, 5:00 PM
Responses Due	Thursday, May 5, 2022, 2:00 PM
Opening Time	Thursday, May 5, 2022, 2:10 PM

A Mandatory Pre-Bid meeting will occur on Wednesday, April 20, 2022, 10:00 AM, at the Reno-Sparks Convention Center, 4590 South Virginia Street Reno, Nevada. A tour of all five facilities will begin at the Reno-Sparks Convention Center followed by the RTM Offices, National Bowling Stadium, Reno Events Center, and ending with the Reno-Sparks Livestock Events Center. The tour will require each potential bidder to provide their own transportation throughout the tour of the facilities. Directions to each facility will be provided to all in attendance the day of the meeting.

Any irregularities or lack of clarity in this RFP should be brought to the attention of the Point of Contact prior to or on the date for Written Questions set forth in this Section for correction or clarification.

Any addenda to this RFP issued will forthwith become an integral part of this RFP. Proposer is required to acknowledge receipt of same by signing and returning the addenda in its response.



III. SUBMISSION OF RESPONSE

Proposer will submit its response to this RFP on the letterhead of its company, Proposer establishment, corporation, etc. attached to the original RFP 2022-03 document. Proposer will sign and return **the ENTIRE RFP DOCUMENT marked as ORIGINAL, with five (5) duplicate copies, together with any addenda.**

Responses must be enclosed in a sealed envelope addressed to:

Reno-Sparks Convention and Visitors Authority
Finance Department
P.O. Box 837
Reno, NV 89504-0837
ATT: Trent LaFerriere

Or delivered to:

Reno-Sparks Convention and Visitors Authority
Finance Department (located at the Reno Town Mall)
4065 S. Virginia Street, Suite 100
Reno, NV 89502
ATT: Trent LaFerriere

Response envelope must indicate name and address of Bidder, RFP number, and opening date.

In order for a response to be considered it will be mandatory that the response be in conformance with the terms and conditions of this RFP.

IV. GENERAL INFORMATION

The Reno-Sparks Convention Center (RSCC) offers more than 500,000 square feet of exhibition, meeting room, and pre-function space. A total of 381,000 square feet of exhibit space is available in five contiguous halls. There are more than 1,900 parking spaces on site. The Authority charges parking fees at the RSCC during select events.

The Reno Events Center (REC) has 7,276 seats and ten suites. The REC hosts a wide variety of sporting events, boxing matches, concerts, family shows, and flat shows. See below for information regarding parking, which is provided at the adjacent National Bowling Stadium during select events.

The National Bowling Stadium (NBS) has eighty-eight lanes for competition bowling, seating for 1,200 spectators, a 177 seat Giant Screen Theater, 6,000 square feet for exhibitions, flat shows, catering, and banquets, and 1,000 square feet of meeting space. The NBS contains three (3) levels of covered parking with 258 spaces. Parking is charged for select events at the NBS, REC and the Aces Baseball Stadium.

The Reno-Sparks Livestock Events Center (RSLEC) encompasses over forty-three acres and is home to the Reno Rodeo. The facility includes a climate controlled indoor arena with spectator seating for 6,200; outdoor arena with seating for 9,500; Livestock Pavilion-indoor dirt floor arena with seating for 1,000; partially covered outdoor arena; 440 permanent stalls in 18 barns and 210 portable stalls in an open barn. There are approximately 2,300 parking spaces. The Authority charges parking fees at the RSLEC during select events.

The Reno-Sparks Convention and Visitors Authority Offices (Authority Offices) are located at 4065 South Virginia St., Ste 100 on the south side of the Reno Town Mall and house the Authority's Executive, Finance, IT, Human Resources, Sales, and Marketing Departments. Normal hours of operation are from 8:00am-5:00pm Monday –Friday.



V. PROPOSER'S CHECKLIST

Proposers are instructed to complete and return the following items in order for their proposals to be complete. Failure to return all the items may result in your proposal being declared "non-responsive."

Proposer Information Requirements		Page	Completed
A	Company Information	8	<input type="checkbox"/>
B	Company Background	9	<input type="checkbox"/>
C	Insurance Information	9	<input type="checkbox"/>
D	Business License Information	9	<input type="checkbox"/>
E	Disclosure of Principles	10	<input type="checkbox"/>
F	Exceptions	11	<input type="checkbox"/>
Proposal Responses Requirements			
Tab A	Company and Address	28	<input type="checkbox"/>
Tab B	Principals and Corporate Officers – Organizational Chart	29	<input type="checkbox"/>
Tab C	Disclosure of Agreements	29	<input type="checkbox"/>
Tab D	Financial Statement	29	<input type="checkbox"/>
Tab E	Client List/History	29	<input type="checkbox"/>
Tab F	Operational Plan	29	<input type="checkbox"/>
Tab G	Training Programs	30	<input type="checkbox"/>
Tab H	Records Reports and Statements	30	<input type="checkbox"/>
Tab I	Schedule of Charges for Services and Staffing Proposal(s) ATTACHMENT A	30,31	<input type="checkbox"/>
	Addendum (if any)		<input type="checkbox"/>
Submission Document Type Requirements			
A	One Original Hard Copy		<input type="checkbox"/>
B	Five Duplicates		<input type="checkbox"/>

VI. PROPOSER INFORMATION

The following information must be completed, either typed or printed, and returned with the bid in accordance with the General Conditions contained herein.

A. Company Information

Company Name:
Contact Name:
Address:
City, State Zip Code:
Telephone Number:
Facsimile Number:
E-Mail:

In compliance with this Request for Proposal and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if Bid is accepted, to furnish any or all the items or services listed herein at the fees and terms stated. I also acknowledge receipt of 31 pages of this Request for Proposal.

Signature:
Print Name:
Title:
Date:



B. Company Background

Has your company ever failed to complete any contracts awarded to it?
No ___ Yes ___ (If yes, please provide details.)

Has your company filed any arbitration request or lawsuits on contracts awarded within the last five years? No ___ Yes ___ (If yes, please provide details.)

Does your company now have any legal suits or arbitration claims pending or outstanding against it or any officers relating to the performance of a public contract? No ___ Yes ___ (If yes, please provide details.)

Does your company now employ any officers or principals who were with another Proposer when that company failed to complete a contract within the last five years? No ___ Yes ___ (If yes, please provide details.)

Has your company had a contract partially or completely terminated for default (cause) within the past five years? No ___ Yes ___ (If yes, please provide details.)

Has your company been found non-responsible on a government bid within the last five years? No ___ Yes ___ (If yes, please provide details.)

C. Insurance Information

To be issued upon Notification of Award

Insurance Agent:
Telephone Number:

D. Business License Information

Jurisdiction
License Number:
License Expiration:
Name of Licensee (if different):

E. Disclosure of Principals

Company Name:
Address:
City, State Zip Code:
Telephone Number:
Federal Tax Id Number:

Names of Officers or Owners of Concern, Partnership, Etc.

Individual's Name:
Official Capacity:

Individual's Name:
Official Capacity:

Individual's Name:
Official Capacity:

Individual's Name:
Official Capacity:

Individual's Name:
Official Capacity:

If further space is required, please attach additional sheet(s).

F. Exceptions

Does the Proposer take exception to any of the terms and conditions of this RFP and attachment thereto. Yes____No____. If yes, please indicate the specific nature of the exception or clarification in the space provided below. Attach additional sheet(s) if necessary.

VII. General Terms & Conditions

A. The Bidder Agrees That

Proposer has carefully examined the specifications, and all provisions relating to the item(s) to be furnished or the work to be done; understands the meaning, intent, and requirements; and

Proposer will enter into a written Agreement and furnish the item(s) or complete the work in the time specified, and in strict conformity with the Authority of Sparks specifications for the prices quoted.

No communication to any other staff or Board Member of the Authority in regards to this RFP is allowed, except through the designated point of contact, and any such communication initiated by the Proposer may result in a disqualification of the Proposer.

Note: Proposer is defined as any individual, partnership, or corporation submitting a bid, proposal, or quotation in response to a request for bid (RFB), request for proposal (RFP), request for information (RFI) or request for qualification (RFQ). A Proposer may also be referred to as a Firm, bidder, contractor, supplier, or vendor.

The use of the title "Proposer," "Firm," "Vendor," "Contractor," or "Consultant" within this solicitation document and any resulting Agreement shall be deemed interchangeable and shall refer to the person or entity with whom the Authority is soliciting and/or contracting for the service or product referenced within the bid document.

B. Addenda

The effect of all addenda to the bid documents shall be considered in the bid and said addenda shall be made part of the bid documents and shall be returned with them. Before submitting a bid, each Proposer shall ascertain whether or not any addenda have been issued, and failure to acknowledge any such addenda may render the bid invalid and result in its rejection.

All potential Proposers are responsible for monitoring the Authority website regarding the availability of new bid documents or addenda (where applicable). The Authority will not be responsible for the results of any potential failures in automatic notification systems to potential Proposers or plan holders with respect to these documents and will not adjust bid schedules or requirements due to any potential failures of those systems.

C. Advertisements, Product Endorsements

Authority employees are prohibited from making endorsements, either implied or direct, of commercial products or services without written approval of the Authority President/CEO.

D. Annual Appropriation of Funds

In the event the Authority fails to obligate requisite funds for the ensuing fiscal year(s) for payment of amounts due against an agreement resulting from this Request for Proposal,

necessitating cancellation of the Agreement, the successful Proposer(s) shall agree to hold the Authority free from any charge or penalty.

E. Brand Names

The herein contained technical information shall in no manner be construed as restrictive as to the manufacturer, process or point of origin. References appearing restrictive shall be deemed inadvertent or employed as a descriptive device to delineate as to the quality, or configuration.

Offers made as an alternate to those specified shall be given consideration in the evaluation process provided said alternatives shall be fully described using brochures, specifications, literature, or any combination thereof, accompanying and deemed an integral portion of the Proposer's response.

The Authority shall solely determine the acceptability of all offerings.

F. Business License Requirement

All companies doing business with the Authority are required to obtain and maintain a current business license from the appropriate jurisdiction prior to the commencement of work. Proposer(s) awarded an Agreement resulting from this bid shall be required to obtain a current business license if they do not already possess one.

G. Compliance

All material and work performed shall comply with standing Federal, State, and Local Codes and Regulations, including but not limited to Occupational Safety and Health Act, Americans with Disabilities Act, etc.

H. Confidential Information

Any information deemed confidential or proprietary should be clearly identified by the Proposer as such. It may then be protected and treated with confidentiality only to the extent permitted by state law. Otherwise, the information shall be considered a public record. Information or data submitted with a bid will not be returned.

I. Conflict of Interest

No Authority employee or member of the employee's immediate family, may participate directly or indirectly in the procurement process pertaining to this bid if they:

- Have a financial interest or other personal interest that is incompatible with the proper discharge of their official duties in the public interest or would tend to impair their independence, judgment, or action in the performance of their official duties.
- Are negotiating for or have an arrangement concerning prospective employment with Proposer. The Proposer warrants to the best of his knowledge that the submission of the bid will not create such conflict of interest.

J. Default of Agreement

In case of default by the successful Proposer, the Authority may procure the product(s) or service from other sources and hold the Proposer responsible for any excess cost occasioned thereby.

If necessity requires the use of materials or supplies not conforming to the specifications, they may be accepted, and payment therefore shall be made at a proper adjustment in price.

Default by the Proposer in any manner including failure or refusal to furnish any product(s) or service at the price and/or the time specified may be considered cause to commence with proceedings against any surety held.

K. Disputes

All disputes under this proposal shall be submitted to binding arbitration in accordance with the procedures of the Commercial Rules of the American Arbitration Association and judgment of the arbitrator shall be binding as a final judgment and shall be entered by a court of competent jurisdiction. Such arbitration shall be conducted in Washoe County, Nevada. The procedures specified herein shall be the sole and exclusive procedure for resolution of disputes arising out of or relating to this proposal except those instances otherwise overseen by the governing law of the State of Nevada.

L. Document Ownership

All technical documents and records originated or prepared pursuant to this Agreement, including papers, reports, charts, and computer programs, shall be delivered to, and become the exclusive property of the Authority and may be copyrighted by the Authority. Proposer assigns all copyrights to Authority by undertaking this agreement.

M. Document Submittals

It should be noted that the documents submitted by prospective Proposers are competitive sealed proposals and not competitive sealed bids. When proposals are opened, prices and other



information will not be made public until the proposal is awarded. There shall be no disclosure of any Proposer's information to competing Proposers prior to the award of the proposal.

Upon award of the Agreement, the executed Agreement and proposals will become public information. Accordingly, each proposal should be submitted on the vendor's most favorable terms from a price and technical standpoint.

N. Evaluation And Recommendation, Selection and Agreement

Authority Staff shall review and may provide a shortlist of two to three responders that it determines to be the most qualified, in the Authority's sole discretion. The Authority will analyze the bids and the award will be made to the lowest, responsive, and responsible Proposer whose bid conforms to the solicitation and whose bid is considered to be most advantageous to the Authority, with price and other factors considered. Factors to be considered are included in section VIII. EVALUATION CRITERIA.

The Authority staff may request a presentation and interview prior to making a final recommendation to the Authority Board of Directors. Upon review and approval of the recommendation by the Authority Board of Directors, Agreement negotiations will commence with the top ranked finalist.

The Authority reserves the right to reject any or all Proposals, and to waive any informalities or irregularities.

The Authority reserves the right to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of an Agreement pursuant hereto.

The Authority reserves the right to hold responses for a period of ninety (90) days from the date of opening before awarding or rejecting said responses.

Severability exists with regard to acceptance or rejection of any item, group of items, or section unless the Proposer has stipulated specific limitations.

Once a final selection has been made as described above, the Authority will work with the Proposer on preparing an Agreement (the "Agreement") for execution, which will set forth the terms and scope of the engagement of the selected Proposer, including, but not be limited to, the terms set forth in this RFP. If the Authority and the selected Proposer have not executed a negotiated agreement within fifteen (15) business days after selection by the Authority, the Authority may terminate negotiations with that selected Proposer and may initiate negotiations with an alternative Proposer on the shortlist.

No Agreement may be assigned to any other person or entity.

It will be recommended that the award be made to the Proposer the Authority deems best suited to fulfill the requirements of the project described in this RFP. The Authority reserves the right to select a company based on objective and/or subjective evaluation criteria.



The notification of selection and full execution of the Agreement will be the successful Proposer's authorization to commence services as specified in this RFP.

Upon notification of selection and full execution of the Agreement, the Proposer selected must be duly licensed to conduct business in the State of Nevada, Washoe County, the Authority of Reno, and the Authority Sparks. Proof of certificates, licenses, and permits must be submitted to the Authority Finance Department before work can begin. Cost of all required certificates, licenses, and permits are the responsibility of the Proposer.

O. Exceptions

A Proposer deviating from specifications must specify any and all deviation(s). Failure to note said exceptions shall be interpreted to convey that the Proposer shall propose to perform in the manner described and/or specified in this bid solicitation. If exception(s) are taken or alternatives offered, complete descriptions must be shown separately.

P. Indemnification

The Proposer hereby agrees to indemnify and to save and hold harmless the Authority and their agents from any and all claims, actions, costs, expenses, (including attorney's fees), liability, damages or payments incurred by reasons of any bodily injury including death or property damage resulting from the Proposer's operations.

Q. Insurance

The Agreement contemplated by this RFP will require that the successful Proposer shall procure and maintain, at its sole expense the following minimum insurance coverage:

Commercial General Liability. Commercial General Liability at least as broad as Insurance Services Office policy form CG 00 01 04/13, or equivalent, providing coverage on an occurrence form for Bodily Injury, Property Damage, Liquor Liability, Independent Proposers, Personal Injury, Broad Form Property Damage, Broad Form Contractual Liability and Medical Payments. The limits of liability shall not be less than Two Million Dollars (\$2,000,000) per occurrence, Four Million Dollars (\$4,000,000) general aggregate for both bodily injury and property damage.

The policy shall include the Authority and its agents, beneficiaries, partners, employees, the County of Washoe, and the Authority of Reno as additional insureds with coverage at least as broad as Insurance Services Office (ISO) endorsement form CG 20 26 04/16.

The policy shall provide that coverage is provided on a primary basis, not excess or contributing with or secondary to any other insurance as may be available to the additional insureds.

Proposer waives all rights against the Authority, and its agents, beneficiaries, partners, employees, the County of Washoe, and the Authority of Reno any other Indemnitees listed in this this Agreement for recovery of damages to the extent these damages are covered by the commercial general liability or commercial umbrella liability insurance maintained pursuant to this agreement. Proposer's insurer shall endorse CGL policy to waive subrogation against with respect to any loss

paid under the policy.

Automobile Liability. Automobile Liability at least as broad as Insurance Services Office Business Auto Coverage Form CA 00 01 04/13, or equivalent, providing coverage for Bodily Injury and Property Damage resulting from the ownership, maintenance, or use of any auto, whether owned, rented or hired or non-owned. The limit of liability shall not less than One Million Dollars (\$1,000,000) combined single limit (CSL) for bodily injury and property damage.

Workers' Compensation and Employer's Liability. Workers' Compensation at least as broad as National Council on Compensation Insurance (NCCI) policy form WC 00 00 00 C 01/15, or equivalent, providing coverage meeting the requirements of the Workers' Compensation law of the State of Nevada. To the extent such waivers are obtainable from the insurance carriers, the policy shall include an endorsement waiving the insurance company's rights of subrogation against the Authority, its agents, beneficiaries, partners, employees, the County of Washoe, and Authority of Reno. This endorsement shall be at least as broad as National Council on Compensation Insurance (NCCI) Waiver of Our Right to Recover from Others Endorsement form WC 00 03 13 04/84.

Property. Property insurance on an All-Risk or Special Form providing coverage for personal property of the Proposer.

Blanket Employee Dishonesty Coverage. The Proposer shall maintain crime insurance including coverage for the loss of money, securities, and other property by the Proposer's employees, sub-contractors or other parties with a limit not less than \$1,000,000 per occurrence. Coverage shall be endorsed to include coverage for loss of money, securities and other property in the care, custody or control of Proposer whether in transit or at a permanent or temporary premises.

Form of Coverage. All such insurance maintained by the Proposer shall be: issued by insurance companies authorized to do insurance business in the State of Nevada, issued by insurance companies with current A.M. Best financial ratings of at least A X or better satisfactory in form and substance to Authority.

Performance Bond. The Proposer shall maintain a Performance Bond in the amount of one hundred thousand dollars (\$100,000) payable to the Authority, in the event of default by the Proposer.

All insurance and bond shall provide that the policy shall not be cancelled, nor shall coverage be reduced thereunder until after thirty (30) days written notice to Authority at Reno-Sparks Convention & Visitors Authority, Post Office Box 837, Reno, Nevada 89504-0837.

The Proposer shall deposit each policy or a certificate thereof with Authority prior to the start of the agreement date.

R. Items Offered

If the item offered by the Proposer has a trade name, brand and/or catalog number, such shall be stated in the bid. If the Proposer proposes to furnish an item of a manufacturer or vendor other

than that mentioned on the face hereof, Proposer must specify maker, brand, quality, catalog number, or other trade designation. Unless such is noted on the bid form, it will be deemed that the item offered is that designated even though the bid may state "or equal."

S. Late Bids, Modifications, or Withdrawals

Bids, modifications of bids, or bid withdrawals received after the exact time and date specified for receipt will not be considered.

Within the scope of this proposal, the Authority shall be held harmless in any and all transactions between the Proposer and the other participating governmental entities.

T. Lawful Performance

Vendor shall abide by all Federal, State and Local Laws, Ordinances, Regulations, and Statutes as may be related to the performance of duties under this agreement. In addition, all applicable permits and licenses required shall be obtained by the vendor, at vendor's sole expense.

U. Litigation Warranty

The Proposer, by bidding, warrants that Proposer is not currently involved in litigation or arbitration concerning the materials or Proposer's performance concerning the same or similar material or service to be supplied pursuant to this Agreement of specification, and that no judgments or awards have been made against Proposer on the basis of Proposer's performance in supplying or installing the same or similar material or service, unless such fact is disclosed to the Authority in the bid. Disclosure may not disqualify the Proposer. The Authority reserves the right to evaluate bids on the basis of the facts surrounding such litigation or arbitration and to require Proposer to furnish the Authority with a surety bond executed by a surety company authorized to do business in the State of Nevada and approved by the Authority in a sum equal to one hundred percent (100%) of the Agreement price conditional on the faithful performance by Proposer of the Agreement in the event the bid is awarded to Proposer, notwithstanding the litigation or arbitration.

V. Non-Discrimination

No Proposer providing a service, program, or activity to the public on behalf of the Authority shall discriminate against any person because of sex, race, color, creed, national origin, or disability, and shall comply with the Americans with Disability Act and Authority's policies pursuant thereto when providing said service, program or activity.

The Authority is an Affirmative Action/Equal Opportunity Employer. Proposers shall be cognizant of the requirements for compliance with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in regulations of the U.S. Department of Labor (41 CFR part 60).

W. Open Meeting Law

NRS 241 provides that public business will be conducted in open meeting.

X. Protests

Pre-Opening Protests: Any protest based upon restrictive specifications or alleged improprieties by the Authority, which are apparent prior to proposed opening including, without limitation, these protest procedures, shall be submitted to the Authority at least seven (7) days prior to the submission opening date. Three (3) copies of any pre-opening protests must be delivered to Reno-Sparks Convention & Visitors Authority, 4065 South Virginia Street, Suite 100, Reno, Nevada 89502, Attention: Trent LaFerriere. All protests must be in writing to be considered and shall specify in detail the grounds for the protest and the facts and law supporting the protest. All pre-opening protests will be resolved by the Authority prior to the submission opening. The Authority Finance Department will issue a written decision specifying the grounds for granting or denying the pre-opening protest. If a protest is granted, the proposed opening date may be postponed and an Addendum issued or, at the sole discretions of the Authority, the Authority may cancel the bid. If the protest is denied, submissions will be received and opened on the scheduled opening date in the same manner as if no protest had been filed.

Appeal by Unsuccessful Proposer: Any protest from an unsuccessful proposer must be submitted prior to award by the Board as established in NRS 332.068. Proposer must submit a written appeal in accordance with the requirements set forth herein to the Finance Department within five business days from the date of the letter notifying of intent to award.

The appellant must post a bond with the written appeal with good and solvent surety authorized to do business in the State of Nevada in an amount equal to 100% of the value of the contract for a one-year period. The one-year period amount will be calculated by number of staff and hourly/salary wage and any other miscellaneous expenses scheduled for one (1) calendar year in order to have their appeal heard by the Board. Any and all bonds are subject to the approval of the Board's Attorney. In the event the appeal is not upheld by the Board, a claim may be made against the bond in an amount equal to the expenses incurred and other monetary losses suffered by the Authority because of the unsuccessful appeal.

The route of appeal is the Vice President of Finance then the President/CEO, or designee, and must be followed sequentially. No RFP protests will be heard by the Board unless the proposer has followed the appeal process route.

Claims Against Protest Bonds:

The Authority shall not make a claim upon any bond or other security unless and until the basis of that claim is considered and approved by the Board. The Authority may:

- Claim its regular staff time and costs in processing, considering and/or defending against an award protest.
- Claim any necessary extraordinary staff overtime incurred in processing, considering and/or defending against an award protest.
- Claim the Authority's Attorney time and costs in processing, considering and/or defending against an award protest.

- Claim any resulting fees and costs incurred to any independent contractors, consultants or contracted attorneys utilized in processing, considering and/or defending against an award protest.
- Claim any lost expenditure savings, lost revenue and other consequential financial damages resulting from the protest's automatic stay of the award of an Agreement to a selected solicitation response.
- Claim any lost gifts, lost grants or other lost government or private financial participation resulting from any delay caused by the protest's automatic stay of the award of an Agreement to a selected solicitation response.

Protest Bond Risk Inquiry—Procedure:

As soon as possible after an award protester has posted a protest bond or other security, the soliciting Authority department or agency shall provide a written non-binding estimate of the basis of potential claims unique to the circumstances of the Agreement award(s) stayed by the protest, without disclosing any bid information that must remain confidential until an award decision is final. From this estimate, the protester shall be responsible for calculating the risk(s) of proceeding with a protest to a final decision by the Board. A protester may withdraw a protest in writing at any time prior to a decision of the Board, but any withdrawal more than seven (7) calendar days after the issue date of the Authority's estimate of the basis of potential claims shall, upon Board's approval of the claims, be subject to claims against the bond or other security of the withdrawing protestor prior to its return to the protester.

Y. Signature

All bids shall be signed, and the title and Proposer name indicated. A bid by a corporation shall be signed by an authorized officer, employee, or agent with his or her title.

Z. Submission of Responses

The Authority assumes no responsibility for errant delivery of responses, including those relegated to a courier agent who fails to deliver in accordance with the submission time/date and address requirements.

The Authority will not be responsible for the premature opening of responses, which are not properly addressed or identified.

The Authority will not accept a response submitted by telephone, telegraphic notice, facsimile, or e-mail.

Proposer will furnish the required information typed or written in ink.

The person signing the response must initial erasures or other changes in ink.

In the space provided, a duly authorized representative of the Proposer will sign this RFP

document. (Page #8)

Proposer will proofread its response carefully for errors.

The Authority is not liable for any costs incurred by Proposer prior to entering into the final Agreement. Costs of developing the qualifications or any other such expenses incurred by the Proposer in responding to this RFP, are entirely the responsibility of the Proposer, and shall not be reimbursed in any manner by the Authority.

Response information shall be kept confidential pending subsequent evaluation and negotiation. Response contents shall only be released once the agenda has been posted for award consideration of an Agreement by the Board of Directors.

The Authority reserves the right to negotiate any terms and conditions of responses received prior to acceptance/rejection of said response or Agreement resulting from response.

The Proposer will complete the response in the form and order as outlined in Proposer's Checklist.

AA. Tax Exemption

The Authority is a tax-exempt public entity and is not generally subject to federal excise, state, or local taxes. The Authority is specifically limited in its payment of sales tax per NRS 372.325. No additional taxes may be added or "passed through" as a result of any agreement.

BB. Venue

This agreement shall be governed by and interpreted according to the laws of the State of Nevada, and venue for any proceeding shall be in Washoe County.

CC. Withdrawal of Bids/Proposals

Bids/Proposals may be withdrawn by written or facsimile notice received prior to the exact hour and date specified for receipt of bid. A bid/proposal may also be withdrawn in person by a Proposer, or Proposer's authorized representative, prior to the exact hour and date set for receipt of bids. Telephone withdrawals are not permitted.

VIII. EVALUATION CRITERIA

Authority Staff shall review and provide a recommended Proposal to the Board for award of an Agreement and may provide a shortlist of two to three responders that it determines to be the most qualified, in the Authority's sole discretion. The Authority will consider the following factors, none of which will, standing alone, be conclusive:

1. Quality and completeness of the submitted proposal and demonstrated understanding of the Scope of Work.

2. Proposer's experience, including the experience of staff to be assigned and the engagements of similar scope and complexity.
3. Proposer's prior record of performance with similar engagements.
4. Cost proposed.
5. Proposer's general reputation for performance and services.

Proposers may be required to participate in an oral interview. The oral interview will be a panel comprised of members of the selection committee. Each Proposer's time slot for oral interviews will be determined randomly. If representatives of the Authority experience difficulty on the part of any Proposer in scheduling a time for the oral interview, it may result in disqualification from further consideration.

Upon review and approval of the recommendation by the Authority Board, Agreement negotiations will commence with the top ranked finalist.

IX. DEFINITIONS AND PROPOSAL GOALS

A. Definitions

1. "Accounting Period" shall refer to the Firm's four- or five-week fiscal periods of which there must be twelve within each calendar year.
2. "Agreement" shall refer to the contract executed between the Proposer and the Authority in accordance with these specifications and the Proposer's proposal submitted and accepted by the Authority, all of which will be incorporated into the Agreement.
3. "Authority" shall refer to the Reno-Sparks Convention & Visitors Authority, a political subdivision of the County of Washoe, State of Nevada, or its designee.
4. "Proposer" shall refer to any person or entity submitting a proposal to provide the services as defined by and in accordance with this Request for Proposals ("RFP").
5. "Agreement Year" shall refer to the period between June 1, 2022, and May 31, 2023, and every June 1st through May 31st for every year thereafter until the Agreement terminates.
6. "Firm" shall refer to that party selected by the Authority to provide the services set forth herein.
7. "Equipment" shall refer to all office furniture, vehicles, machinery, Authority phones, computers, software, cameras, radios and other equipment identified herein for use by the Firm.
8. "Facilities" shall refer to the following:
 - National Bowling Stadium ("NBS"), 300 North Center Street, Reno, NV 89501
 - Reno Events Center ("REC"), 400 North Center Street, Reno, NV 89501
 - Reno-Sparks Convention Center ("RSCC"), 4590 South Virginia Street, Reno, NV 89502
 - Reno-Sparks Livestock Events Center ("RSLEC"), 1350 N. Wells Avenue, Reno, NV 89512
 - Authority Offices (RTM), 4065 South Virginia Street, Suite 100, Reno, NV 89502.

B. Proposal Goals

The Authority will award a 3-year Agreement to the Proposer with an option for an additional year (4th) to a Firm the Authority deems best suited to fulfill the requirements of the project described in this RFP.

The Authority reserves the right to select a company based on objective and/or subjective evaluation criteria. The Agreement will commence upon the completion of the successful negotiations between the Authority and the Proposer.

X. MINIMUM BASIC BUILDING SECURITY DUTIES REQUIRED

1. Overall Surveillance of the RSCC, NBS, REC, and Authority Office 24 hours a day:
 - A. Operation of camera system
 - B. Tape and review camera tapes
 - C. Logs
 - D. Backups
 - E. Walk around – see it, fix it, report it
 - F. Enforce Building Rules and Regulations

2. Shift Duties:
 - A. Staff Security Desk 24 hours a day for the RSCC and NBS only
 - B. Daily shift rounds (probe tours)
 - C. Fire alarm monitoring with the ability to ID each device and location
 - D. Life safety generator monitoring
 - E. Assist at Authority special functions and public meetings, such as Authority Board meetings, as requested
 - F. Assist on Authority employee dismissals, as requested
 - G. Assist in employee accidents including transporting injured employee to the hospital/care center, including necessary reports.
 - H. Assist Firms/clients with equipment use, LP, life safety equipment
 - I. Check life safety emergency lighting bug eyes and exit signs, notify Authority of any issues
 - J. Verify operation of automatic doors
 - K. Deal with unauthorized intruders
 - L. Investigate and report all building medical incidents
 - M. Maintain daily logs

3. Key Control (specific details will be provided per facility):
 - A. Daily shift key control to individual Authority workers – log kept, reconciled
 - B. Key distribution to clients, decorators, and contractors when necessary
 - C. Work with locksmith for additional key and lock client needs – keep appropriate records, provide appropriate charge back information to proper Authority representative
 - D. Lost/damaged keys and locks – keep records

4. Door Control:
 - A. Unlock doors as directed by the event or Authority staff
 - B. Turn on elevators and escalators
 - C. Manage sky bridge (at RSCC) schedule by event, and as necessary – communicate with Atlantis regarding the same
 - D. Regularly check doors for correct operation/work with locksmith or engineering for any damages/work orders and charge backs to client where appropriate
 - E. Regularly check doors in buildings to ensure each facility is secure

5. Light Control:
 - A. Turn off/on lights in building as appropriate
 - B. Monthly emergency lighting checks
 - C. Perimeter/outdoor lighting checks and reports

6. Emergency Protocol:
 - A. Manage fire control panel
 - B. Alarm response – log incidents
 - C. Work with PDI (monitoring company) – Fire alarm testing
 - D. Weekly check of fire risers
 - E. Monthly check of fire extinguishers
 - F. Direct emergency evacuations and practice the same
 - G. Contact necessary emergency personnel; call REMSA, RFD, RPD, SPD, and SFD
 - H. Coordinate with emergency personnel when they are on site for an emergency/medical
 - I. React to power outages
 - J. Coordination with all departments regarding emergency matters

7. Office South Of Reno Town Mall:
 - A. Surveillance by way of onsite cameras
 - B. Regular physical patrols and checks
 - C. Respond to alarms
 - D. Document incidents/keep logs

8. Medical Incidents:
 - A. Respond to incidents
 - B. Document incidents and accidents
 - C. Coordinate with event coordinator (EC) and emergency personnel
 - D. Write Reports to (EC)

9. Damages:
 - A. Observe and report property damages
 - B. Document damages with camera
 - C. Write Damage Reports as appropriate
 - D. Conduct walk through's with EC, decorators and clients

- E. Utilize systems to avoid report duplication
- 10. Monitor Weather:
 - A. Coordinate with departments for weather incidents (rain – sandbags, call for snow removal)
- 11. Patrol:
 - B. RSLEC; six (6) times a night seven (7) days a week.
 - C. Special Events – must patrol as needed

XI. MINIMUM BASIC LIFE SAFETY DUTIES REQUIRED

- 1. Training – Firm and Authority Personnel
 - A. CPR
 - B. Emergency evacuation
- 2. OSHA/SCATS – Firm and Authority Personnel
 - A. Scheduling monthly safety training
 - B. Develop and maintain written safety program in conjunction with the Authority

XII. MINIMUM EVENT SECURITY DUTIES REQUIRED

- 1. Monitor entry and exit points to specific areas, including screening bags prior to entering buildings
- 2. Enforces policies and procedures as appropriate per building
- 3. Provide security escorts per event requirements
- 4. Ensure that no prohibited items or behavior are tolerated
- 5. Greets and directs to seating and services
- 6. Maintains open and smooth access routes throughout seating and concourse areas
- 7. Attends and participates in pre-event briefings
- 8. Receives and acts on complaints from patrons accordingly to established policies and procedures
- 9. Aids in direction of orderly evacuation of the building during emergencies
- 10. Monitors and maintains door access
- 11. Assist ushers as needed

XIII. MINIMUM USHERING DUTIES REQUIRED

- 1. Greet patrons upon entrance to venue
- 2. Check tickets and provide guidance to seats
- 3. Show patrons where to find exits, bathrooms, and concession stands
- 4. Answer various questions
- 5. Ensure all patrons' needs are met
- 6. Seat patrons in an orderly fashion
- 7. Ensure everyone adheres to safety rules
- 8. Handles complaints or suggestions
- 9. Provide assistance to patrons with special needs

10. Ensure nothing is obstructing exits
11. Assist patrons during evacuations
12. Scan or take patron tickets at doors prior to entering building

XIV. MINIMUM PARKING STAFF SERVICE DUTIES REQUIRED

1. Scheduling of staff
2. Collects parking fees to be deposited or secured on a daily basis as directed by Authority
3. Generate parking fee reports to be turned into the designated Authority representative at each property
4. Manage crowds on outside runway for large events
5. Coordinate with Event Coordinators and Atlantis for parking time/days for RSCC events
6. Reports – financials to building/accounting
7. Parking damages/reports/incidents

XV. RECORD KEEPING AND ACCOUNTABILITY

1. Firm shall maintain all accounting records for the Authority in a format approved by the Authority at the on-site office. The accounting records shall be available for audit by the Authority at any time throughout the term of the Agreement at the on-site office, and for three years following the term of the Agreement at the Firm's main office.
2. Firm shall use Authority-approved hardware and Authority-approved accounting software for all Security Services related reports, records, proposals, contracts, invoices, and all accounting functions.
3. Firm shall submit, for Authority approval, in a format approved by the Authority, a budget for their operation six months prior to the beginning of Agreement Year 2, 3 and for every year during the term of the Agreement.
4. Firm and the Authority shall inventory all Equipment on an annual basis to determine what replacements and repairs are required. Such repairs and replacements shall be at the cost and expense of the Authority.

XVI. SANITATION AND EQUIPMENT MAINTENANCE

1. Firm must, in accordance with all applicable laws, ordinances, rules, and regulations, maintain all assigned areas of the Facilities in a clean, sanitary, and orderly fashion.
2. Should replacement of Authority's Equipment be necessary, as mutually determined by the Authority and Firm, the replacement will be a cost of the Authority.
3. The Authority may require the use of their in-house maintenance staff for repairs and maintenance if the Authority determines it is in the Authority's best interest.

XVII. UTILITIES

1. The Authority shall pay for the usage of HVAC, electricity, gas, and water service for the Firm's operation. Firm will utilize prudent energy management.

2. The cost of telephone service, provided by a vendor approved by the Authority, shall be provided by the authority for office phones. Cellular phones will be a cost of the Firm.
3. The Firm will be responsible for bringing their trash and garbage from all office areas to the designated dumpster or recycling areas. The removal of the dumpster and recyclables from the Facilities will be paid for by the Authority.
4. The cost to repair or replace any utility service or lines due to Firm's negligence shall be the Firm's expense.
5. The Authority shall not be liable or responsible for any failure to furnish services, such as electricity, gas, water, or drainage service, which failure is caused or brought about in any manner by strike, act of God or other work stoppage, federal, state, or local government action, the breakdown or failure of apparatus, equipment, or machinery employed in its supply of said services, any temporary stoppage for the repair, improvement, or enlargement thereof, or any act or condition beyond its reasonable control. Further, the Authority shall not be liable or responsible for any consequential economic or property loss or damage caused or brought about by any such occurrence.
6. The Authority shall not be responsible for any goods, merchandise or Equipment stored at any Authority property nor will it be responsible for damage resulting from a power failure, flood, fire, explosion and/or other causes.

XVIII. OPERATING REQUIREMENTS

1. The Authority shall issue reasonable rules and regulations for the operation of the Security Services functions and the Firm shall operate the Security Services functions in accordance with such rules and regulations.
2. The Authority shall decide in its sole discretion any and all questions which may arise as to the acceptability of services rendered, levels of staffing, and manner of performance, questions which arise as to the interpretation of the terms and conditions of the specifications set forth herein, and all questions as to the acceptable performance of Firm's obligations under the Agreement.
3. The Firm will be required to provide or modify operations upon the request of any licensee, when such request has been approved by the Authority, as in the best interest of the Authority or as necessary to comply with the terms of the contract between the Authority and said licensee, provided that none of Firm's equipment is utilized when Firm is excluded from providing its services.
4. In the event that the Authority shall seek to host a major political convention, NCAA tournament or other similar national or international events, Firm will make such modifications to the Agreement that are required for the Authority to obtain any such event.
5. Firm will retain no advertising rights in the Agreement. The Firm must procure and keep in force during the entire period of the contract all permits and licenses required by all laws and regulations of the State of Nevada, County of Washoe, City of Sparks, and City of Reno, including but not limited to Private Investigator Licenses.
6. Firm shall collect and promptly disburse all taxes required by federal, state, and local authorities.
7. Firm shall at all times comply with all applicable laws, rules, regulations and orders of the Federal Government, State of Nevada, County of Washoe, City of Sparks, and City of Reno, and also shall abide by all rules, regulations and directives prescribed by the Authority.
8. Nothing herein contained shall be held to limit or qualify the right of the Authority to a free

and unobstructed use, occupation and control of the Facilities and ingress and egress for itself, its Licensees, and the public.

9. Representatives of the Authority shall have the right to enter upon and have access to all spaces occupied by the Firm during the time events are in operation and all times when Firm employees are present.
10. The location for the provision of all Security Services whether temporary, portable, or permanent shall be designated by the Authority. The Firm shall acquire no right to any location once assigned and the Authority reserves the right to require the Firm to move such operations and Equipment to facilitate the needs of the Authority or to accommodate the needs of certain events.
11. The Firm shall set up and take down Security related Equipment for all events.
12. The Authority shall have final approval of all signage.

XIX. PERSONNEL

1. Firm shall employ the necessary personnel to conduct the operations at the Facilities in accordance with the terms and conditions of this RFP and the Agreement.
2. All Security Services employees shall be employees of the Firm and not the Authority. The Firm shall at all times be an independent Firm, and the Agreement shall not in any way create or form a partnership or joint venture with the Authority. No agent, servant, or employee of the Firm shall under any circumstances be deemed an agent, servant, or employee of the Authority.
3. Accurate records must be kept of the names, addresses and other legal identification of those to whom badges are issued to assure proper identification and legal working status of employees at any time required by the Authority or any other proper agency. Upon request by the Authority, the Firm shall immediately dismiss from the Firm's employment any employee deemed unsuitable for any reason by the Authority. Any employee so dismissed shall never again be employed by Firm at the Facilities without the prior written consent of the Authority.
4. Firm's minimum full-time management staff (collectively referred to as the "Management") shall include a Security Manager to oversee all of the Facilities; to provide training to all facilities; and two Security Supervisors (one for REC/ NBS and one for RSCC).
5. The Authority shall approve Firm's proposed on-site Management throughout the term of the Agreement. Firm's on-site Management shall have, with the exception of the Security Manager, who oversees all Authority Properties, no job-related responsibilities at other venues and must have a full- time office at the Facilities. If the Authority requests a replacement for the on-site Management or any of the staff, Firm shall have five (5) days to provide a temporary replacement approved by the Authority, and fifteen (15) days to provide the Authority with at least three (3) resumes of suitable candidates for permanent replacement.
6. Firm's employees shall be at all times neatly and cleanly uniformed in Authority approved uniforms and must meet grooming guidelines and appearance standards prescribed for such employees.
7. Free Parking is available at the Facilities for Firm's employees during work hours.

XX. ELIGIBILITY REQUIREMENTS

Tab A - Company & Address

Name of the company and address of corporate offices.

Tab B - Principals and Corporate Officers – Organizational Chart

Provide a list of the Proposer's principals or corporate officers and their respective experience in the security, life safety and event security industry, ushering, and parking staff services together with a narrative description and organizational chart outlining Proposer's operational structure and the support services to be provided by Proposer's principal or corporate offices.

Tab C - Disclosure of Agreements

Statements disclosing any current or anticipated agreements that will impact the Security Services at the Facilities, such as contracts with sub-firms, joint ventures, or partnerships of any nature.

Tab D - Financial Statement

Financial statements for the two most recent fiscal years of the Proposer, including balance sheet and profit and loss statements, prepared, and certified by an independent Certified Public Accountant or the firm's Chief Financial Officer. The statement should also indicate the source and amount of financing, if any, required to fulfill the terms and conditions of this Agreement.

Tab E - Client List/History

A list of other facilities similar to the Facilities that Proposer serves or has served within the past five

years specifically including, but not necessarily limited to, the following:

1. The name, address, and telephone number of each facility listed.
2. The name of Proposer's contact at each such facility.
3. The name of Proposer's contact at each such facility.
4. Length of time served.
5. Nature of services performed at each such facility.

Tab F - Operational Plan

1. An organizational chart showing all full-time and part-time positions planned for the provision of Security Services at the Facilities denoting the salary range or wage scale, and employee benefits for each such position, charted in sample chart, designed to meet the basic functions listed in **VII, VIII, IX, X, and XI** for Security Services.
2. A detailed resume of the experience, education, and performance record in Security Services business of the proposed:
 - A. One Security Manager
 - B. Two Security Supervisors (one for the RSCC and one for the NBS/REC)
 - C. (XX) FTE 24 hours a day 7 days a week Security Officers for the RSCC, with events in the facility and with no events in the facility
 - D. (XX) FTE 24 hours a day 7 days a week Security Officers for the NBS/REC, with events in the facility and with no events in the facility, each of which persons (and their successors) must be acceptable to and approved by the Authority, and any other full-

time personnel proposed to be assigned to the Facilities.

3. A statement describing the Proposer's existing operating policies addressing the following personnel areas: (a) hiring, (b) training, (c) performance evaluation, (d) promotions, (e) bonuses, (f) pay scale, (g) employee benefits, and (h) discipline of all personnel categories to be utilized at the Facilities.
4. Recommended staffing guidelines for each event related job which the Proposer anticipates undertaking, i.e., (X) officer(s) per (Y) attendees for events serving alcohol, (X) supervisor(s) per (Y) officers, (X) officers per trade show entrance, (X) officers per two emergency exits, etc.
5. The identification of all additional Equipment needed to accomplish the Security Services including, but not necessarily limited to, office furniture, computers, uniforms, radios, phones, cell phones etc.
6. The quantity of items identified in number 5 above that are needed, a detailed description thereof, and the retail price of such Equipment. Any necessary additional Equipment shall be purchased by the Authority.
7. Provide examples of money handling procedures for parking cashiers and attendants as well as vault money handling procedures to include how and who would handle any money issues before, after, and during events. Lastly provide any example of planned auditing that would or could occur before, during, or after an event.

Tab G - Training Programs

Training Programs: Describe all of Proposer's available training programs including Proposers' current Alcohol Management, Crowd Management, Customer Service, Safety Training, and CPR/First Aid Training Programs that are regularly used at other accounts. Indicate the proposed individual employed by the Firm with experience in administering these training programs.

Tab H - Records Reports and Statements

1. Event Information Recaps: Provide samples of event information recaps, daily and monthly statements that will be furnished to the Authority during the term of this Agreement.
2. Provide samples of daily logs, incident, including medical, reports, damage reports etc. that will be furnished to the Authority during the term of this Agreement.

Tab I - Schedule of Charges for Services and Staffing Proposal(s)

A schedule of charges to the Authority by Proposer for each proposed Security Services position anticipated; include as a chart listing each position, its hourly rate of pay, overtime rate or, if appropriate, salary.



ATTACHMENT A

(PREFER EXCEL SPREADSHEET)
STAFFING PROPOSAL(S)

EXAMPLE: SIMPLE SAMPLE CHART. ADD AS MANY LINES AS NECESSARY TO COVER ALL PROPOSED POSITIONS.

JOB DESCRIPTION	HOURLY WAGE	OVERTIME WAGE	SALARY (weekly - monthly)
Security Manager			\$ 50.00
Guard	\$ 10.00	\$ 15.00	