

Port of Texas City Security Council, Inc.

Request for Proposals: Gate, Fence, & Barrier Maintenance Contractor

1. INTRODUCTION

This solicitation seeks proposals from companies interested in providing gate, fence and security barrier maintenance services for the Port of Texas City Security Council (the Council). The equipment that the contractor is principally responsible for maintaining includes fencing along the Port of Texas City's internal roadway, gates for both external access to the port and internal access to docks, barrier systems at the Port's main and west gates, as well as a project to replace the existing motor controllers and install a safety system for two grab net systems at the Port's main gate.

2. BACKGROUND ON THE PORT OF TEXAS CITY SECURITY COUNCIL

The Council was formed in 2008 by the companies that operate maritime-related facilities in or near the Port of Texas City. The Council is a non-profit organization whose membership consists of fifteen businesses that conduct operations in or near the Port of Texas City. Eleven of the businesses operate facilities that are subject to the Maritime Transportation Security Act. The principal purpose of the Council is to provide security services to its members and conduct security-related outreach and education. The Council is exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code and is exempt from Texas franchise tax and sales and use tax.

Operations in the Port of Texas City focus almost exclusively on the petrochemical industry. The nation's third-largest refinery is located in the area. The Port of Texas City is one of the nation's largest ports. According to statistics published in the Calendar Year 2012 Waterborne Commerce of the United States, the Port of Texas City is the nation's eleventh largest port (as measured by cargo volume). In 2012, 56.7 million short tons of cargo were moved through the port. The majority of cargo (63%) was coming from or bound to foreign ports but a substantial volume of cargo, mostly refined petroleum products, is in the domestic trade. The port is also connected to two Department of Energy strategic petroleum reserve sites and regularly transfers crude oil from one of the facilities in the port to DOE's storage complex by pipeline.

The Council retains a contract security services provider to provide security at the main entrances to the port, maintain a roving security patrol and monitor the various security devices located throughout the port. The Council uses other contract providers to maintain security equipment and the related infrastructure (fences, gates and lighting) in the port. Unescorted access into the port requires a Transportation Worker's Identification Credential, a Port of Texas City Access Card and a valid business reason for entering the port. The area for which the Council has security responsibilities is designated a "secure and restricted area" as those terms are used in 33 C.F.R. § 101.105.

3. SCOPE OF SERVICES

The successful contractor will be responsible for providing the support and completing the projects specified in this section of the RFP. The successful contractor must also comply with the requirements set forth in Section 4. Based on the results of this RFP process the Council intends to enter into a multi-year contract with the successful contractor based on the following timeline.

Timeframe	Period	Rates
Contract signature date to October 31, 2016	Term of contract	Prices per initial price/rate sheet

a. Outline of services.

(1) General. The contractor will be responsible for maintaining all of the Council's currently installed gates, fences and barriers. This includes approximately 13,000 feet of fencing, four internal dock gates, two external train gates, two external vehicle gates, two vehicle barrier arms, two vehicle wedge barriers and three vehicle GRAB net barriers. Maintenance includes regular quarterly maintenance of the vehicle barrier systems. The equipment is not installed in any Class 1/Div 1 or other hazardous areas.

(2) Specific Projects. The contractor will be responsible for replacement of the motor controllers (total of two) for the Port's main gate inbound and outbound GRAB net barrier systems and installation of a safety system for both GRAB nets. The proposed safety system will function to prevent accidental lifting of the GRAB nets on vehicles and must function for small, lightweight vehicles, motorcycles and large semi-trailer trucks. The section of the proposal for this project must identify the type (make, model and description) of equipment to be installed, the hours required to complete the installation and any anticipated complications associated with the installation (e.g., site access, power supply, closure of gate to vehicle traffic).

b. Invoices. The contractor will be responsible for promptly invoicing the Council for all completed work. Invoices must be received within 30 calendar days of the date the work was completed. The Council reserves the right to not process and pay invoices received more than 45 calendar days from the date the work was completed. The Council will pay all invoices within 30 calendar days of receipt, provided that the invoice contains all required supporting documentation. The specific format of the invoice will be determined by mutual agreement between the contractor and the Council but the invoice must, at a minimum, contain the following information: description of service billed (location and nature of work), equipment and/or parts installed, equipment serial number (for removed and installed equipment, as appropriate), cost, labor rate and total amount (as applicable). When appropriate, all invoices must include, as

supporting documentation, original invoices for all equipment purchased for and installed for the benefit of the Council. The contractor will be allowed to apply an agreed upon markup to the original cost of all equipment it purchases and installs on behalf of the Council.

4. SCOPE OF SERVICES-RELATED ADMINISTRATIVE MATTERS

a. All members of the contractor's team will be required to sign non-disclosure agreements prepared by the Council's administrative staff prior to beginning work.

b. The contractor will be required to sign a Master Services Agreement (MSA) with the Council which includes Port Security Grant Program Compliance Requirements (Exhibit B of the MSA). A copy of the MSA is available on the Council's website. To the extent a bidder takes exception to any of the terms in the MSA and/or the Port Security Grant Program Compliance Requirements it must indicate that in its response to this request for proposal. The Council reserves the right to eliminate from consideration any bidder who takes exception to provisions in the standard MSA and/or Port Security Grant Program Compliance Requirements.

c. All members of the contractor's team will be required to complete the following courses offered by the Safety Council of Texas City at the contractors' expense.

Basic Orientation Plus
Course code: 07BASICPLUS

Electrical Safety Basics – Part S
07ELEC-S

For more information, see the Safety Council's website at: www.csctc.org

In lieu of completing the courses individuals may demonstrate that they have completed a similar course elsewhere within the past five years. The Council reserves the right to make a final decision about whether similar coursework satisfies this requirement.

d. All members of the contractor's team will be required to hold a valid Transportation Worker Identification Credential. (Information on the process for obtaining a TWIC, including eligibility criteria, may be found at: <https://universalenroll.dhs.gov/faq#twic>)

e. The contractor will be required to assist the Council in complying with the equipment-related record-keeping requirement in 33 CFR § 105.225. The Council maintains an electronic archive that documents the date and time of service and a brief description of the maintenance performed. The contractor's personnel will be required to

inform the Council's security staff each time they enter and depart the Council premises or port for maintenance-related activity of Council equipment.

5. SUBMITTAL REQUIREMENTS

In order to facilitate the review and selection process the Council requests that the proposal be organized in the following format:

a. A cover letter with the RFP subject, the name of the contractor and payment information, the name of and information for the contractor's contact person, the names of the persons who will be authorized to commit the contractor to an agreement with the Council for the specified services and a statement that the contractor's proposal price will remain fixed through February 6, 2015. (Do not, however, include proposal price information in the cover letter. See paragraph d. below.)

b. A proposal of not more than twenty pages in length that briefly addresses the following items:

(1) a brief description of the company including a discussion of its areas of expertise;

(a) In this section of the proposal the contractor should indicate whether it believes it is subject to the Private Security Act of the State of Texas (Chapter 1702 of the Texas Occupations Code) and, if so, whether it is licensed through the Texas Department of Public Safety.

(b) The section should also describe the contractor's experience, if any, working on Federally-funded grant projects.

(c) The discussion should also identify whether the contractor is a participant in the U.S. General Services Administration's Cooperative Purchasing Program or whether it is registered as a small, disadvantaged or woman-owned business. If any of these considerations apply to the contractor the contractor must supply proof of the participation or designation in an appendix to its proposal.

(2) a summary of the approach the contractor will take to accomplish the requested services;

(a) The discussion should demonstrate the contractor's understanding of the issues related to maintaining the types of equipment identified in this RFP.

(3) a narrative that explains the firm's knowledge, experience and qualifications in providing security equipment maintenance services;

(a) The narrative should discuss similar projects, by type and location that the contractor has completed in the past five years that best characterize the work quality of the contractor. The narrative should address the contractor's experience in maintaining grab net and wedge vehicle barrier systems and installation of safety systems for grab net or other vehicle barrier systems. As appropriate, the discussion should also include similar projects the firm has completed within other ports or maritime facilities.

(4) the names of persons who will be assigned to the project along with a concise statement of their experience (more detailed resumes may be included in an appendix to the proposal; material in the appendix does not count against the proposal's twenty-page limitation);

(5) the firm's familiarity with the Maritime Transportation Security Act and port-related security matters; and,

(6) the contractor's understanding of the challenges of working in a port or industrial environment with a brief discussion of the successful remediation techniques the contractor has employed to minimize the impact of those challenges.

c. A separate sheet listing three U.S. based client references, with complete contact information (name, address and phone number) that the contractor believes will best assist the Council in assessing the contractor's ability to provide the services requested. The contractor may, but is not required to, use the attached format when submitting the reference information. Failure to provide three complete references will be grounds to disqualify the bidder's proposal.

(1) Client references must be for clients for whom the contractor has previously provided gate, vehicle barrier and fence equipment maintenance services (and, preferably, for port or industrial clients for whom the contractor has previously provided such services).

d. An appendix to the proposal which contains, as appropriate, the following material:

(1) A copy of an actual invoice the contractor has submitted to an existing client. The client's name and other client-related information may be redacted from the copy provided.

e. A separate price proposal in a sealed envelope. The price proposal shall consist of the following:

(1) a copy of the cover letter specified in paragraph a. above;

(2) the contractor's proposed equipment markup rate referred to in Section 3.b. The Council reserves the right to negotiate a final markup rate with the contractor prior to entering into any final agreement for services.

(3) a firm fixed-price for the specific projects identified in Section 3.a.2. above; and,

(4) a price/rate sheet that reflects the hourly rates of the individuals identified in Section 5.b.(4) above for normal service delivery (normal service delivery timeframe must be defined by the bidder in its proposal). The proposal must identify any minimum charge the contractor has for a service call (if none identified the Council will only pay the hours actually worked on-site). The proposal should identify whether regular quarterly maintenance of the vehicle barrier systems will be charged at the hourly rate or a firm fixed price and if so, identify the firm fixed price. To the extent the contractor's response to Section 5.b.(4) does not contain a full listing of the individuals who would be assigned to the project this section of the price proposal should list the positions and/or skillsets necessary to accomplish the project. The price/rate sheet must include any additional fees or increased hourly rates for escalated or expedited services requested within four (4) hours before service delivery, for next day service delivery (requested before 2:00 pm the previous day from service delivery), for weekends, holidays and after-hours (before 6:00 a.m. and after 6:00 p.m.) service delivery. The price/rate sheet must also identify all other maintenance related expenses the client might be expected to pay for the services specified in this RFP. For example, if the contractor charges clients for the use of certain equipment those charges must be reflected in the price/rate sheet.

(a) Without prior advance approval the client will not pay mileage expenses for individuals (e.g., managers, senior project staff and technicians) to travel to the job site at the port.

(b) All prices shall remain fixed for the duration of the contract.

6. SUBMITTAL REQUIREMENTS-RELATED ADMINISTRATIVE MATTERS

a. Bidders can anticipate the following schedule for proposal submittal and contract award notification:

Milestone	Date
Pre-bid meeting	December 19, 2014
End of bid period	January 12, 2015 at 3:00 pm (CDT)
Notification of Contract Award	By January 27, 2015
Notification of all other bidders	February 6, 2015

b. Pre-bid meeting and site visit. The Council will host a pre-bid meeting and site visit in Texas City, TX on Thursday, December 19, 2014, beginning at 8:30 am. The pre-bid meeting is not mandatory. A site visit will be held in the port immediately following the meeting. Individuals interested in attending the pre-bid meeting must pre-register with the Council's staff by e-mailing Ms. Brandi Flisowski at bflisowski@ptcsc.org no later than December 17, 2014. The e-mail must identify the full name of the individual(s) attending, the name of the organization the individual is representing and whether the individual holds a Transportation Worker Identification Credential. (If the individual does not possess a Transportation Worker Identification Credential the e-mail must specify the identification document the individual will use to gain access to the port.). All pre-registered attendees will receive an email with the meeting location by December 18, 2014.

c. Questions and clarifications. The Council will accept questions about this RFP and about any matter related to the scope of work through 3:00 pm (CDT) on Tuesday, January 6, 2015. Questions must be e-mailed to: bflisowski@ptcsc.org. (Oral instructions or information concerning the request for proposal given by Council staff or personnel will not bind the Council.) All contractors who have previously expressed an interest in providing the requested services to the Council will receive a copy of the questions and answers. They will also be posted on the Council's website (www.ptcsc.org) under the "Business Opportunities" section.

d. Proposal submission process.

One original and two copies of the proposal must be submitted in a sealed package to:

Port of Texas City Security Council, Inc.
Attn: Ms. Brandi Flisowski
One 2nd Avenue South
Texas City, TX 77590-8766

The outside of the envelope should be marked "Gate, Fence, & Barrier Maintenance Contractor RFP Response."

The Council requests that offerors not bind their proposals. To facilitate review by members of the Council's selection committee, proposals will be filed in three-ring, loose-leaf binders after opening. (Each member of the committee will be provided with a single binder containing all of the proposals.) Instead of binding proposals, the Council requests that each copy be independently collated, using binder clips, paper clips, rubber bands or similar easy-to-remove materials. (The manner in which offerors secure their proposals will not affect the Council's substantive assessment of the merits of the proposal.) Finally, the Council requests that proposals be three-hole punched to facilitate assembly of the selection committee's notebooks.

e. Due date. **Proposals are due by 3:00 pm (CDT) on Monday, January 12, 2015.** Any proposal received after this time may be disqualified from further consideration.

f. Anticipated selection schedule. The Council anticipates making a selection decision and contacting the selected contractor by January 27, 2015. All contractors who submitted proposals will be contacted not later than February 6, 2015.

7. EVALUATION CRITERIA

a. The Council's selection committee will use some or all of the following criteria in making its selection decision: understanding of and approach to the services to be performed; qualifications and expertise of the firm and key personnel assigned to the contract; experience in providing gate, fence and vehicle barrier equipment (in particular grab net and wedge barrier systems) maintenance and installation of safety systems for vehicle barriers; demonstrated familiarity with port security issues, the contractor's proposed pricing approach including hourly rates and pricing of the proposed project; strength of client references; and, whether the contractor is a participant in GSA's Cooperative Purchasing Program or is registered as a small, disadvantaged, minority or woman-owned business.

b. The criteria are not necessarily listed in order of importance nor will they necessarily be accorded equal weight in the selection process.

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Attachment A

Client References

1. **Customer Name:** _____
Business Address: _____
Business Type: _____
Contact Name: _____
Telephone No.: _____
Services Provided: _____

2. **Customer Name:** _____
Business Address: _____
Business Type: _____
Contact Name:, _____
Telephone No.: _____
Services Provided: _____

3. **Customer Name:** _____
Business Address: _____
Business Type: _____
Contact Name: _____
Telephone No.: _____
Services Provided: _____