

**IMPERIAL COMMUNITY COLLEGE DISTRICT
UNARMED SECURITY PATROL SERVICES
Bid No: VGA-022124**

Monday, January 22, 2024
10:00 A.M.
380 E. Aten Rd., Imperial, CA 92251
Building 10 – Administrative Services

Mandatory Pre-Bid Meeting Agenda

1. Introductions / Sign-In

Owner – Imperial Valley College

- i. Cesar Vega, VP for Administration Services
- ii. Javy Luna, P.E., Director of Facilities, Planning, and Construction
- iii. Edgar Quinones, Risk, Security and Safety Manager
- iv. Rick Webster, Campus Safety Consultant
- v. Gina Madrid, Campus Safety Coordinator
- vi. Luz Ayon, Campus Safety Specialist
- vii. Ivan Guillen, Campus Safety Specialist
- viii. Cindy Morales, CBO Administrator Assistant

2. Project Overview

The District seeks proposals from qualified, licensed, and experienced firms for Unarmed Security Patrol Services. The qualified contractor is to provide the services for school and administrative sites on and off the IVC Main Campus.

The District operates one (1) main college campus on 160 acres, known as the Imperial Valley College ("IVC"), located at 380 E Aten Road in Imperial, California, and one (1) Lotus Living Community (student housing program) located at 1998 N. 12th Street, El Centro, CA. 92253.

3. Request for Proposal, and Addenda, if applicable.

The RFP may be obtained without cost at:

<https://www.imperial.edu/about/request-for-proposals/>

or by contacting Cesar L. Vega, the District's Vice President for Administrative Services at (760) 355-6448.

4. Questions/Clarifications

Any and all questions or clarifications shall be sent via email to:
cesar.vega@imperial.edu by Friday, January 26, 2024 @ 12:00 p.m.

5. RFP Submission Date

Sealed proposals (one (1) original, ten (10) copies and an electronic/digital copy saved on a thumb drive) clearly marked "RFP No. VGA-022124 – Unarmed Security Patrol Services," and including the Respondent's name and address to:

Imperial Valley College
Administrative Services Office
Building 10, Office 16
ATTN: Mr. Cesar L. Vega
Vice President of Administrative Services
380 E. Aten Road
Imperial, CA 92251

Shall be submitted no later than Friday, February 9, 2024 by 12:00 p.m. Any proposal submitted thereafter will not be considered and will be returned unopened.

6. Proposal Requirements (Page 3 of the RFP)

- Submission and Format (As noted in Item 5 above)
- Proposal Format/Contents
 - o Cover Sheet
 - o District's Proposal Form
 - Main Campus (Page 9 of the RFP)
 - Lotus Living Community (Page 10 of the RFP)
 - Other Services (Page 11 of the RFP)
 - o District's Statement of Qualifications Form (Provided in the RFP)
 - o IRS W-9 Form
 - o Litigation and Claims History

7. Evaluation of Proposals (Page 7 of the RFP)

8. Independent Contractor Agreement For Uniformed, Unarmed Security Services (Provided in the RFP)
 - The initial term of an awarded agreement, if any, will be for three (3) years, with the first six (6) months serving as a trial period, during which the Services will be evaluated to ensure Services are satisfactory, as determined by IVC's Vice President of Administrative Services or Designee.
 - The agreement may be extended by the District, and in writing, for an additional two-year term, with two 1-year renewals
 - o Please review insurance, under Section 13 of the agreement
 - o Please review Exhibit "A" Scope of Services – Main Campus
 - o Please review Exhibit "B" Scope of Services – Lotus Living Community

9. Questions – Main Campus Walk-Through

10. Questions – Lotus Living Community Walk-Through