

REQUEST FOR PROPOSALS FOR SECURITY SERVICES

Muskegon Community College invites the submission of proposals to provide Security Services in accordance with the attached documents.

Sealed proposals must be delivered to the attention of:

Joseph Doyle
Associate Vice President of Administration
221 S Quarterline Road, Room 400
Muskegon MI 49442,

by **2:00 p.m.** local time February 4, 2010.

Proposal envelopes received after the closing will not be accepted.

Proposals must be delivered in a sealed envelope which has been marked with the Service Provider's company name, address and telephone number, and which is clearly marked as follows: **SEALED PROPOSAL FOR SECURITY SERVICES**

The use of any means of delivery of a proposal shall be at the risk of the Service Provider. Upon receipt of this information, the Service Provider for Security Services is to **provide their email address to joe.doyle@muskegoncc.edu to indicate interest in submitting a proposal and to** receive addendums or otherwise to this document.

Service Providers will be notified via email when a **site visit** is scheduled.

Muskegon Community College reserves the right to accept or reject any proposal.

Legal ad publication 12/21/09

A mandatory pre-proposal meeting will be held on January 14, 2010 at 1 p.m. EST in the Blue & Gold Room at the above address.

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1.0 DEFINITIONS

Wherever the following words are used in the document it shall be understood that they mean as follows:

“the College” means Muskegon Community College

“Contract” or “Contract Documents” means the request of Service Providers, the Terms for service, the Service Providers Submission Form, the College Purchase Order and any addenda thereto issued by the College.

“Contractor” means the Successful Service Provider.

2.0 INTRODUCTION

This document is to serve as the basis of a Request for Proposal from Service Provider’s to provide SECURITY SERVICES for the main campus buildings of the College, in accordance with the terms and conditions hereinafter described, and specifications provided. This Request for Proposal and the Service Provider’s submission will be referenced and form part of the Contract Purchase Order issued to the successful Service Provider.

The College reserves the right to withdraw this Request for Proposal at any time, and it shall not be liable for any expenses, costs loss or damage incurred or suffered by any Service Provider as a result of such withdrawal.

3.0 COMMENCEMENT AND TERMINATION

The period of the contract is for a term of **Two (2) years plus Two (2) - One year renewable options at the sole discretion of College**. The yearly renewal shall occur, at the option of the College, at least sixty (60) days prior to the annual contract termination date by way of the issuance of a purchase order for the next ensuing year.

Date of Commencement: **July 1, 2010**

Date of Completion: **June 30, 2011**

The College reserves the right to terminate the Contract immediately upon giving written notice to the Contractor in the event of the Contractor being adjudged bankrupt or making a general assignment of the benefit of his creditors, or a receiver being appointed on account of the Contractor’s insolvency.

The College reserves the right to terminate the Contract upon giving seven (7) days written notice to the Contractor in the event of the Contractor:

- a. Neglecting or failing to provide the work properly or diligently.
 - b. Refusing or failing to supply enough properly skilled workers or proper materials.
 - c. Persistently disregarding laws or ordinances or the instructions of the College,
- and, the Contractor fails to rectify or correct the default or delay as required by the said notice within the time so specified.

The College shall give the Contractor thirty (30) days prior notice of any deletion from the Contract in the event of permanent removal from service of any of the services listed herein, and any part of the work related to such services. The Contract and any monies due there under shall be adjusted accordingly.

Except as is otherwise provided for elsewhere herein, the College may, without stating cause; terminate the Contract in whole or in part by the giving of thirty (30) days written notice. Upon the termination of the Contract by the College, the Contractor shall be without any legal recourse for any form of claims, in law or in equity, against the College or its duly authorized officers, directors, agents or employees.

4.0 SCOPE OF DUTIES

The successful proponent shall be responsible for providing a security service performed by qualified employees (acceptable to the College and licensed under the requirements of the State of Michigan) during the times and at locations agreed upon by the parties, and for other occasions as may be required by the College.

Duties shall include (but are not necessarily limited to), theft prevention, grounds and parking lot patrol, student assistance with vehicle access, building lock-up, emergency and intrusion system monitoring, mechanical and electrical room monitoring, maintaining written reports as may be required, verbal/telephone notification, unlocking rooms, responding to critical incidents as they arise, contacting local police services for assistance as deemed appropriate.

Working with college staff, additional duties include:

Room access including key control

Incident investigation

Safety Committee meeting participation

Conduct safety audits with the Campus Safety Committee

Identify and resolve hazards on campus.

Participate in planning security during special events and activities.

Training of staff to properly respond to suspicious activities and potential security risks.

Assist in development and periodically update:

GRAIL (Grand Rapids Area Information Line - Alert system - school closings)

Campus Security Plan (Your Safety/Your Health)

Campus Evacuation Plan

Emergency Plan and Guidelines

Safety Response Guidelines

Crime Statistics

Hazard Communication plan

Chemical Hygiene Plan

Disaster Recovery Plan

Personal Protective Equipment guidelines

Severe Weather Plan

Monitor maintenance of safety equipment/programs –
Fire Alarm inspection - annual
Fire extinguisher inspection – monthly
AED inspection - monthly – 9 throughout Campus
First Aid Kits – monthly inspection
Evacuation vehicles – three. LIT, MAIN, HEC
Elevator inspections – annual
Surveillance cameras
Emergency Response phones – 3rd level hallways
Elevators

All College security requirements shall be reviewed and College-approved procedures for contractual staff shall be developed and instituted. Periodic checks shall be affected to ensure procedures are being followed. The College facilities shall never be devoid of security protection during the times specified.

The Contractor is required to set up and maintain a 24 hour/day, 1 day/week call-in monitoring system to ensure that contact can be made with the Contractor at all times and that the College facilities may be provided with security services as required.

All emergencies and any unusual occurrences are to be reported to the College designee. An updated list of appropriate names and telephone numbers will be provided to the Contractor by the College for this purpose.

The Contractor must be willing to maintain and conduct business from a locally based office.

Any differences recommended to services requested shall be clearly identified in Proposal response (see Appendix D).

4.1 Change in Requirement

The College, without invalidating the contract, may make changes by altering, adding to, or deduction from the security requirements at any time during the life of the contract in order to meet current College needs. The Contract pricing shall be adjusted accordingly, upon mutual agreement between the College and the Contractor. All additional requirements shall be executed under the conditions of this Contract.

In the event of any emergency, the Contractor agrees to supply additional personnel satisfactory to the College within two (2) hours of the time the College request such personnel.

The Contractor agrees to cancel the College's request for provision of additional personnel within advance notice of the time the College requests such personnel.

4.2 Additional Services

Should the College request additional services during the life to the Contract, an agreement to provide these services at the same price as quoted will be understood as included in the Service Providers submission.

5.0 CONTRACTOR EMPLOYER/EMPLOYEE REQUIREMENT

The Contractor shall be solely responsible for pay, supervision, certification training (i.e. CPR , First Aid...), discipline, unemployment insurance, liability insurance, leave, uniforms, and all other matters arising out of relationship between employer and employee.

The Contractor shall provide all consumable supplies as may be required by contractual staff in the course of their duties; for example flashlights, batteries, official report notebooks, et cetera.

All contractual staff will wear the proper dress (uniform shoes, socks, dress shirt, tie, pants and jacket) of the contractor and conduct themselves with dignity and decorum while performing their functions.

The College will supply the on duty security staff with a two way voice communication system (radios). Each security guard station will be quipped with a telephone and voice mail.

5.1 Inspection and Supervision

The Contractor is responsible for assigning an inspector to perform site inspections on a bi-weekly basis to ensure that all security systems are working effectively. All findings will be reported to the Associate Vice President of Administration. In addition, there must be bimonthly site meetings with the Associate Vice President of Administration and the Contractor. Staff deployed to the College must be licensed and adhere to all policies mandated by the State of Michigan. The staff must be well-trained and familiar with all aspects of the College security requirements before starting his/her shift. The Contractor must ensure there is an adequate bank of security officers trained for the College in case of absenteeism.

5.2 Security Guard

A mature person with the ability to deal with the public, especially young adults; good command of the English language (oral and written); suitable physical health to perform the normal duties required of them, ability to defuse a threatening situation and be able to physically defend him/herself if necessary, and respond to emergency situations as required. A minimum of one year experience as a security guard is required.

The successful Service Provider must ensure each employee under this contract is licensed in accordance with all State requirements. In the event that a security staff member is considered by the College designee to be unsatisfactory for any reason, the Contractor shall be notified in writing or by telephone, giving reasons, and the staff member so reported shall be removed, immediately, if necessary, and replaced as soon as possible.

If any security staff fails to report to work at the appointed time, the Contractor shall be liable for any proven losses suffered, plus compensation for the cost of the College staff carrying out duties assigned to the Contractor, if required.

6.0 SAFETY

The Contractor shall be knowledgeable of and abide by the provision of all legislative enactments, by-laws, and regulations in regard to health and safety in the State of Michigan.

The Contractor will supply to the College and maintain on site, copies of material safety data sheets and listings of hazardous materials brought into the workplace, and submit proof of training.

The Contractor agrees to provide the following certification training of personnel.

- a. First Aid and CPR
- b. Crisis Intervention Training
- c. All other training as deemed appropriate

7.0 PROPOSAL SUBMISSION INCLUSIONS

The successful contractor will be required to comply with the following insurance requirements. Along with its proposal submission Contractor shall furnish College with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below with the exception of additional insured requirements. If awarded the contract, contractor must comply with ALL requirements below including additional insured requirements.

Commercial General and Umbrella Liability Insurance. Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$5,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location. CGL insurance shall be written on an occurrence form and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract including the tort liability of another assumed in a business contract. "Muskegon Community College, its elected and appointed officials, employees, agents, students and volunteers" shall be included as an insured under the CGL and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to College There shall be no endorsement or modification of the CGL to make it excess over other available insurance; alternatively, if the CGL states that it is excess or pro rata, the policy shall be endorsed to be primary with respect to the additional insured.

Automobile and Umbrella Liability Insurance. Contractor shall maintain automobile liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and nonowned autos).

Workers Compensation Insurance. Contractor shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Commercial Property Insurance. Commercial property insurance covering property and equipment owned by the contractor, which will be used in its performance under the contract. Commercial property insurance shall cover the replacement cost of the property insured. In no event shall College be liable for any damage to or loss of personal property sustained by Contractor, whether or not it is insured, even if such loss is caused by the negligence of College, its employees, officers, directors, or agents.

Professional Liability Insurance. Contractor shall maintain in force for the duration of this contract professional liability insurance appropriate to the contractor's profession. Coverage as required in this paragraph shall apply to liability for a professional error, act, or omission arising out of the scope of the contractor's services as defined in this contract. Coverage shall be written subject to limits of not less than \$2,000,000 per loss. If coverage is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of 3 years beginning from the time that work under the contract is completed.

Evidence of Insurance. At least two weeks prior to beginning services under this contract, Contractor shall furnish College with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for 30 days' written notice to College prior to the cancellation of any insurance referred to therein. Failure of College to demand such certificate or other evidence of full compliance with these insurance requirements or failure of College to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. Failure to maintain the required insurance may result in termination of this Contract at College's option. If Contractor fails to maintain the insurance as set forth herein, College shall have the right, but not the obligation, to purchase said insurance at Contractor's expense.

No Representation of Coverage Adequacy. By requiring insurance herein, College does not represent that coverage and limits will necessarily be adequate to protect Contractor, and such coverage and limits shall not be deemed as a limitation on Contractor's liability under the indemnities granted to College in this contract.

b) DETAILED INFORMATION with respect to the following:

- Qualified, trained manpower availability (including back-up and additional staff if required)
- Management experience
- Business references
- Training facilities and program, including in-house training
- Company hiring practices and screening tests
- Staff turnover percentages on an annual basis
- Narrative of contractor's comprehension of College requirements and Operation Schedule of staff deployment noted herein, based on the hours of coverage specified.

The Contractor shall state its agreement to provide (prior to commencement of the Contract) SURETY in the form of an unconditional irrevocable \$5,000 LETTER OF CREDIT from a Chartered U.S. Bank to ensure continued contractual performance acceptable to the College; in the event that the College applies to surety deposit in all or in part, amount(s) used shall be immediately replaced to make up deficiency in deposit.

8.0 INVOICE REQUIREMENTS/TERMS OF PAYMENT

Detailed invoices for contractual security services shall be submitted monthly supported by appropriate time sheets suitable to the College designee, to...

Muskegon Community College
221 S Quarterline Road
Muskegon, MI 49442

...and shall indicate such information as the date of work, the buildings/locations of work, hourly rate, number of hours, et cetera. Payment of invoices will be made on the net thirty (30) day basis from the date of receipt. Any invoices submitted which do not include information satisfactory to the Associate Vice President of Administration or his/her designee will be returned to the Contractor by the Accounting Department for revision.

9.0 ACCURACY OF INFORMATION

The College and its officers, directors, employees and agents assume no responsibility for the accuracy of the information in this document. Service Providers are invited to contact the Associate Vice President of Administration and to visit the campus to satisfy themselves as to all relevant information.

Should dispute arise regarding the meaning or intent of the Contract Documents, the decision of the College shall be final and binding upon the Contractor.

10.0 PROPOSAL EXPIRY DATE/PERIOD OF IRREVOCABILITY

The Request for Proposal Document Submission shall be irrevocable from the close of the call until acceptance by the College or the passage of a period of sixty (60) days following the close of the call, whichever shall occur first.

11.0 INCURRED COSTS

The College will not be liable nor reimburse the Service Provider for costs or expenses incurred in the preparation of submissions, or any other services that may be requested as part of the evaluation process.

12.0 WITHDRAWAL OF ALTERATION OF SERVICE PROVIDER

A Service Provider will be permitted to withdraw its submission if such a request is received by the Associate Vice President of Administration, in writing, prior to the closing time/date specified in this document. A withdrawn Request for Proposal cannot be reinstated. A Service Provider who has submitted a Request for Proposal may submit a further Request for Proposal at any time up to the specified time and date for Request for Proposal closing. The last Request for Proposal received shall supersede and invalidate all previously submitted by that Service Provider for this contract.

13.0 NO SUB-CONTRACTORS/NON-ASSIGNMENT

The Contractor will not use a sub-contractor in supplying the service unless the College agrees in advance, in writing, at time of the Request for Proposal or during the period of the Contract. The use of the sub-contractor will be as agreed with the Associate Vice President of Administration or his/her designee, and will be confirmed in writing.

The Contractor will not be allowed to assign its interest in the Contract without the prior written approval of the College.

14.0 LEGISLATED AND/OR COLLEGE REGULATIONS

The successful Service Provider will be required to comply with all local, municipal, state and federal license requirements, laws, regulations, ordinances and codes, and assume responsibility for ensuring that their employees and agents are aware of and obey all applicable legislation.

In providing the security services, the Contractor shall comply with all rules and regulations of the College.

15.0 EQUAL OPPORTUNITY

The Service Provider must be an equal opportunity employer. No person shall be discriminated against in employment because of race, color, religion, gender, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, or age.

16.0 INDEMNIFICATION

The Service Provider for itself, its successors, servants, employees, agents, officers, directors, subcontractors and assigns shall at all times indemnify and save harmless the College, its officers, directors, successors, assigns, agents, servants and employees from any and all claims, demands, causes of action, damages, costs, expenses, legal fees and disbursements and obligations of any nature whatsoever, known or unknown, in law or in equity, whether bases upon, occasioned by, arising out of, or attributable to the Service Provider's Contract with the College or any services provided, or any privilege granted or action taken or thing done or maintained by virtue of the existence of the said Contract or the exercise of any right arising there under.

17.0 COLLEGE DESIGNEE FOR CONTRACT EXECUTION

Administrative Services is the designated Division of the College for the issuance of a purchase order to accept the Service Provider's Submission. The designee of this department referenced within this documentation shall be the Associate Vice President of Administration.

18.0 ENQUIRIES, OMISSIONS, DISCREPANCIES AND INTERPRETATIONS

Authorization to visit campus locations and further information and/or clarification concerning contract requirement, scope of work and need covered by this request, may be obtained by contacting...

Joseph Doyle
Associate Vice President of Administration
Joe.doyle@muskegoncc.edu 231-777-0300

Should a Service Provider find omissions from or discrepancies in any of the Request for Proposal Documents or should the Service Provider be in doubt as to the meaning of any part of such documents, the Service Provider should notify the designated person and office without delay. If the designated person considers that a correction, explanation or interpretation is necessary or desirable an addendum will be issued to all who have responded.

19.0 EVALUATION OF SERVICE PROVIDER

In addition to cost, other factors such as management capabilities, projected staff turnover, previous work experience, past performance of security service, references and training programs, et cetera, will be considered.

20.0 OWNERSHIP OF SUBMISSION MATERIAL

The Service Provider agrees that all Request for Proposal submission material becomes the property of the College.

21.0 COMPLETION OF TENDER SUBMISSION

All the entries in the Request for Proposal response shall be clear and legible and made in ink. All items shall be communicated according to any instruction in the Request for Proposal Documents with entries made for unit price, lump sum, extensions and totals as appropriate. Alternations may be made providing they are legible and initialed by the Service Provider's signing officer. Proposal responses which are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, alteration incorrectly submitted, or irregularities of any kind may be rejected.

APPENDIX A

General Work Routines

1. Work includes, but is not limited to, providing and instructing guards to perform the following duties; attend a post and/or patrol an area; take reasonable action to prevent theft, disorders,

disturbances, rule infractions, loitering, damage to College property, violence or harm to occupants and others; answer questions and give directions to others relative to the security of the premises. Duties shall also include lock-up, emergency and intrusion system monitoring, mechanical and electrical room monitoring, maintaining written reports as may be required, verbal/telephone notification, unlocking rooms and responding to critical incidents as they arise, contacting local police services for assistance as deemed appropriate.

2. The security firm shall comply with any standing orders detailing specific requirements.

Provide ticketing services to the east/ west and residence parking lots.

3. The security firm shall comply with the College Policies and Procedures.

4. Prohibit machinery, apparatus, fixture, equipment, tools, and furniture from being brought into or taken out of the building without prior written permission from the College.

5. Ensure that no loitering or soliciting takes place in the buildings. All persons present in the building without good cause shall be politely asked to leave such persons shall be escorted out of the building without the use of force. The security firm shall request assistance from local police for all problem situations. All irregular incidents shall be reported on the log sheet and an incident report submitted to the Associate Vice President of Administration

6. Turn off all lights as directed by the College, which are not required by the College staff.

Working with college staff, additional duties include:

Room access including key control

Incident investigation

Safety Committee meeting participation

Conduct safety audits with the Campus Safety Committee

Identify and resolve hazards on campus.

Participate in planning security during special events and activities.

Training of staff to properly respond to suspicious activities and potential security risks.

Assist in development and periodically update:

GRAIL (Grand Rapids Area Information Line - Alert system - school closings)

Campus Security Plan (Your Safety/Your Health)

Campus Evacuation Plan

Emergency Plan and Guidelines

Safety Response Guidelines

Crime Statistics

Hazard Communication plan

Chemical Hygiene Plan

Disaster Recovery Plan

Personal Protective Equipment guidelines

Severe Weather Plan

Monitor maintenance of safety equipment/programs –

Fire Alarm inspection - annual

Fire extinguisher inspection – monthly

AED inspection - monthly – 9 throughout Campus

- First Aid Kits – monthly inspection
- Evacuation vehicles – three. LIT, MAIN, HEC
- Elevator inspections – annual
- Surveillance cameras
- Emergency Response phones – 3rd level hallways
Elevators

SPECIFIC WORK ROUTINES

1. Security Patrol and thorough checking of:
 - a. All buildings on the site, inside and outside three times in one shift or as requested.
 - b. Grounds and parking areas once during the shift or as requested.
 - c. Any additional designated area on site.
2. Submission of daily written reports indicating the IN and OUT times and the number of hours worked on each shift to the College in detail, on approved report form.
3. Issuing Notices of Infraction as outlined in the Student Handbook.
4. Provision of recording “call-in-times” of Security Officers.
5. Taking necessary action in the event of an unusual happening – i.e. fire, break-in. Call 911 for police or fire department, call designated college personnel. In the event of a chemical spill, the security guard shall take all necessary precautions to prevent direct contact of the spilled or leaking chemicals with the building occupants and themselves. Areas in which a chemical release has occurred must be cleared of both building occupants and contractor and cordoned off. The security guard shall immediately notify the College of any leakage or spillage observed. Any required remedial action shall be authorized by the College. The contractor shall do no such remedial work as an addition to contract.
6. Should a fire alarm sound, the Security Guard on duty shall:
 - a. Proceed immediately to check the main fire alarm enunciator panel for location of alarm.
 - b. Call local 911.
 - c. Call College’s representative.
 - d. Proceed to the Main Building entrance to meet and direct fire department vehicles to location of alarm.
7. Should a mechanical failure (heating, plumbing, etc) occur the Security Guard on duty will call the appropriate College staff from the provide list.
10. Recognize professional boundaries and adhere to the same.

HOURS OF SERVICE

“Regular Days” shall be Monday to Sunday inclusive, including Holidays. (Holidays shall be: New Years Day, Martin Luther King Jr. Day, Easter Sunday, 4th of July, Good Friday, Labor Day, Thanksgiving Day and Christmas Day). The campus will be closed during a designated period of time during Christmas and New Year’s Day, Security will be required during this period.

Monday to Sunday - **1 Officer - 24 Hours: 8:00am – 8:00 a.m.**

**APPENDIX B
TENDER SUBMISSION FORM**

COMPANY: _____

BASE TENDER AMOUNT

First Year Annual Cost..... \$ _____
Second Year Annual Cost..... \$ _____

CONTRACT PERIOD

Hourly rate for Change in Scope of Work which is to be the basis on which cost adjustments may be made.

First Year Rate \$ _____ Hourly Rate Second Year Rate \$ _____ Hourly Rate

Subsequent optional renewal years, percentage increase. Year 3 _____ Year 4 _____

Price to include:

1. Salaries, wages and benefits for staffing.
2. Number of employees, full-time and part-time.
3. Cost of all security supplies to carry out specifications.
4. Administrative costs. Provide financial breakdown as follows: - wage/cost per week; Employee Turnover Rate; Benefits; Supplies; Equipment; Overhead; and Profit.
5. Public liability insurance naming the College as an additional insured with limits of liability.

CERTIFICATE AND DECLARATION OF SERVICE PROVIDER

The undersigned having full knowledge of the specifications and instruction and having inspected the premises of the College hereby agrees to furnish the specified security services, at a firm price, to the College. If the undersigned is notified of the acceptance of this Request for Proposal within sixty (60) days from the Request for Proposal opening date, the undersigned agrees to commence providing the contracted services in accordance with the terms of the Contract.

The Service Provider declares that no person, partnership or corporation other than the Service Provider has any interest in this Request for Proposal response or in the proposed contract for which this tender is made.

I certify and declare that this RFP is genuine and is made without connection, comparison of figures or arrangements with, or knowledge of, any other person, partnership or corporation making an offer for the same work and is in all respect made without collusion or fraud.

Name of Firm _____	By _____
	Signature
Address _____	Name _____
	Title _____
Phone _____	Date _____
Fax _____	Email _____

**APPENDIX C
EXPERIENCE FORM**

NAME OF CONTRACTOR: _____

Our firm has performed similar security guard and patrol services for the following organizations:

1. Name of Organization: _____

Address: _____ Phone: _____

Name of Contact Person: _____

Years served: from _____ to _____

Types of Building: School ___ Medical ___ Facilities ___ Laboratories ___ Food Services ___

Total Square Feet _____

2. Name of Organization: _____

Address: _____ Phone: _____

Name of Contact Person: _____

Years served: from _____ to _____

Types of Building: School ___ Medical ___ Facilities ___ Laboratories ___ Food Services ___

Total Square Feet _____

3. Name of Organization: _____

Address: _____ Phone: _____

Name of Contact Person: _____

Years served: from _____ to _____

Types of Building: School ___ Medical ___ Facilities ___ Laboratories ___ Food Services ___

Total Square Feet _____

**APPENDIX D
ALTERNATIVE SERVICE SUGGESTION(S)**

In an effort to assist the College in maximizing limited funds, Service Providers are invited to offer their suggestions (with applicable costing) for changes/improvements to College

specifications which will result in the College receiving required standard of security at a lower cost.

Alternative suggestion(s) should be outlined and priced below or on an attached referenced “Appendix D”.

Full consideration will be given to all suggestions.

The Terms and Conditions, in their entirety, as specified in this document shall form the contractual agreement between Muskegon Community College and the Service Provider for Security Services.

SIGNATURES

For:

Muskegon Community College

Name

Title

Date

Name

Title

Date

Contractor

Name

Title

Date

Name

Title

Date