



# **JOSEPH S. DANING AMPHITHEATER**

City of Goose Creek  
519 N. Goose Creek Blvd.  
Goose Creek, SC 29445  
(843) 797-6220

[www.cityofgoosecreek.com](http://www.cityofgoosecreek.com)

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## **REQUEST FOR PROPOSAL for Uniformed Security Service for the Joseph S. Daning Amphitheater Facility**

Issued on: May 6, 2024

Due Date: June 10, 2024

## INTRODUCTION

The City of Goose Creek (the “City”) is seeking proposals from well-qualified vendors to provide uniformed security service for the Joseph S. Daning (“The Daning”) Amphitheater facility. The Daning is located at 519 N. Goose Creek Blvd., Goose Creek, SC 29445 and includes a designated food truck area, patio area, restroom facility and outdoor stage pavilion. The Daning is an outdoor venue designed to accommodate over 1,200 people for entertainment and events.

This document is a Request for Proposal (RFP) and establishes minimum requirements respondents must meet to be eligible for consideration as well as information to be included in the respondent’s response.

Carefully examine the specifications, conditions, and limitations.

The selection of the respondent will be made based on the City’s evaluation and determination of the relative ability of each respondent to deliver quality service in a cost-effective manner.

The following specific criteria will be evaluated and must be addressed in the proposal:

- Company History and Organization
- Management Approach
- Personnel Selection Process
- Total Quality Management Program
- Cost Proposal and Invoicing
- Training Programs
- Value Added Features
- Insurance
- Transition Plan
- References

The City is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project. All the respondents must be fully licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

## PROJECT SCHEDULE

RFP ESTIMATED TIMELINE		
Owner issues public advertisement of RFP	May 6, 2024	
Pre-Proposal Meeting	May 17, 2024	2:00 PM EST
Deadline for written questions / requests for information	May 24, 2024	1:00 PM EST
Deadline for submission of Proposals	June 10, 2024	2:00 PM EST
Present to Council for Approval	TBD	

## REQUESTS FOR INFORMATION

All requests for information and clarifications regarding this project shall reference the above invitation name and be submitted to Sherry Bodden at [sbodden@cityofgoosecreek.com](mailto:sbodden@cityofgoosecreek.com).

Questions and answers will be issued in the form of an addendum to all interested parties and will be posted on our City website, under vendor solicitations (link below). All firms are responsible for checking the Vendor Solicitations webpage on a regular basis for updates, clarifications, and announcements.

<https://www.cityofgoosecreek.com/government/vendor-solicitations>

The City of Goose Creek reserves the right to communicate via electronic mail with the primary contact listed in the proposer's response to the RFP.

## SUBMISSION OF PROPOSALS

Responses shall be submitted in both electronic and one (1) hard copy. The hard copy can be hand delivered or mailed to the address below:

Sherry Bodden  
City of Goose Creek  
519 N. Goose Creek Blvd.  
PO Drawer 1768  
Goose Creek, SC 29445

Responses to this RFP are due by 2:00 PM EST on June 10, 2024.

All electronic proposals are to be completed and submitted in PDF format Sherry Bodden at [sbodden@cityofgoosecreek.com](mailto:sbodden@cityofgoosecreek.com).

The entire submittal should be submitted as one (1) file. Please do not submit individual documents or sections separately. Submissions must be received **no later than June 10, 2024, at 2:00 PM EST**. Any proposal received after that time will not be considered for the award. It is the sole responsibility of the proposer to ensure delivery by specific deadlines. No submittals will be accepted after the date and time stipulated above. A list of firms submitting responsive proposals will be available on the City of Goose Creek webpage after the stated submission deadline.

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The City is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the City. Labeling information provided in submittals "proprietary" or "confidential" or any other designation of restricted use will not protect the information from public view.

## **SUBMISSION OF PROPOSALS (Continued)**

Any questions regarding this RFP should be addressed to the direct contact. Respondent's may not contact other executives, managers, elected officials, or employees of the City without permission of the direct contact of the RFP process, except for submission of questions as instructed in the RFP, or during the pre-proposal conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the City reserves the right to reject the proposal of the offending proposer.

## **PRE-PROPOSAL Meeting**

The pre-proposal meeting for this RFP will take place on Friday, May 17, 2024 at 2:00pm EST. Interested Respondents should meet in the lobby at City Hall, located at 519 N. Goose Creek Blvd. Staff will be on present.

## **CONTRACT TERM**

The term of this contract shall be for a 3-year period unless terminated by either party with thirty (30) days written notice.

## **SCOPE OF SERVICES**

This project includes approximately 9 hours of uniformed security service per event. The 2024 event dates are as follows:

- Friday, September 6, 2024
- Saturday, October 5, 2024
- November 1, 2, or 8, 2024

The respondent shall provide unarmed uniformed security services at The Daning or as indicated per site specifications. Contract security personnel will provide a variety of services, implementing the City's security objectives according to policies and procedures which may include, but are not limited to the following general tasks: ingress and egress access control, parking lot control and security, roving patrols of interior and exterior building areas, visitor and building employee identification verification, incident and daily operating reports, monitoring and responding to base building intrusion detection systems, alarms and fire detection equipment, container searches, crowd control, responding as necessary to support other life safety duties as identified in post orders and standard operating procedures. Standard operating procedures and post orders shall be approved by the Chief of Police or his/her designee.

Respondent shall provide appropriate and necessary management and supervision for all respondent's employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with respondent's rules and regulations, as well as any other policy established by the contracting parties.

**SCOPE OF SERVICES (Continued)**

Respondent shall develop a comprehensive set of Post Orders documenting both general procedures as well as site-specific responsibilities. Post Orders shall be prepared prior to the commencement of the contract and must be reviewed and approved by the City within thirty (30) days from commencement of respondent’s services to the City. All security officers will be required to read and verify that they understand the Post Orders and at minimum, shall be tested during the On-The-Job Training (OJT) period, annually or more frequently during site inspections.

Respondent shall ensure hiring, training and administration of motivated and professional employees that meet or exceed both respondent’s and the City’s standards.

Respondent is responsible for the daily personal appearance of security personnel. Respondent shall provide seasonal uniforms and weather-appropriate protective clothing necessary to support continuous performance of contract requirements. Security officers are prohibited from carrying weapons of any kind, including but not limited to firearms, nightsticks, martial arts weapons or equipment, stun guns, knives, batons or any chemical agent spray or liquid.

Respondent shall agree to remove from the site, whenever required to do so by the City, any person considered by the City to be unsatisfactory or outside the limits of any applicable laws.

Respondent shall administer all cost accounting and billing relative to this contract. Respondent shall respond as necessary to accommodate additional duty hours as may be requested by the City.

**EVALUATION OF BID PROPOSALS**

<b>Criteria</b>	<b>Description</b>	<b>Point(s)</b>
Qualifications and Experience	<ul style="list-style-type: none"> <li>- Applicable Training</li> <li>- 3 references</li> <li>- Experience with similar venues</li> </ul>	35 points
Staffing	<ul style="list-style-type: none"> <li>- Available personnel to perform requested services</li> <li>- Supervision Procedures</li> </ul>	25 points
Understanding of RFP	<ul style="list-style-type: none"> <li>- Overall understanding of the scope</li> <li>- Submitted all required documents</li> </ul>	15 points
Equipment	<ul style="list-style-type: none"> <li>- Available equipment for use and/or rental as needed</li> </ul>	15 points
Fee Proposal	<ul style="list-style-type: none"> <li>- Reasonable expenses</li> </ul>	10 points
<b>TOTAL</b>		<b>100 points</b>

## **INSTRUCTIONS TO RESPONDENTS**

Respondent is to address the following subjects in the response:

1. **Company History and Organization**

Provide a brief company history, mission statement and organizational summary. Explain ownership (private or public) and include biographical information regarding the personnel who would be directly responsible for the management and local supervision of this project.

2. **Management Approach**

Describe in detail how your firm will be organized to manage this project. Indicate by position or title the person who will have the overall responsibility for the private security at The Daning Amphitheater. Indicate the support staff available to the project manager by function. Respondent must supply an organization chart depicting the structure of the local servicing office and regional support.

3. **Personnel Selection Process**

Describe how recruitment and selection of security officers is accomplished. All personnel and supervision provided under this RFP must be thoroughly trained, experienced and qualified to perform the work to which they are assigned. Respondent shall have a documented employment process which shall include application, interview, drug testing and background check phases. A written description of the respondent 's employment process and qualifications is to be included in the response.

4. **Total Quality Management Program**

Outline administrative controls, plans and processes to monitor and assure contract compliance of security services. Include methods of quality control, contract administration, audits, management inspection programs, conduct and job performance standards, corrective action planning and follow-up reporting.

5. **Cost Proposal and Invoicing**

Provide billing rates for individual officers and include overtime policies and holiday policies. Propose invoicing frequency, procedures, and applicable discounts. All invoices will clearly identify applicable event coding in order to associate respondent 's actual costs with the City job site or job codes. Explain how discounts will be applied for different payment terms.

## 6. Training Programs

Describe in detail the training programs in place to support this project. Include the following:

- Pre-Assignment Training
- Job and Task Specific Training (OJT)
- De-escalation/conflict resolution training is mandatory
- Formal Continuous Training
- Annual Retraining and Recertification
- Supervisory Development Training – Describe the program that your company utilizes that leads to a professional credential for supervisors.

## 7. Value Added Features

Indicate features or programs not covered elsewhere in the response which are offered to enhance your company's ability to effectively manage this project.

## 8. Insurance

Proposers must be eligible for and provide evidence of insurance coverage, which equals or exceeds the City's minimum standards for the project. All insurance required must be provided by a company licensed to do business in the State of South. Proof of Insurance must accompany the signed contract. The policy shall not be cancelled unless the City is given at least thirty (30) days advance notice, and notice will be delivered in accordance with Policy Provisions.

Workers Compensation - The Proposer shall procure and maintain, for the life of this Contract/Agreement, Worker's Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This coverage shall extend to any subcontractor that does not have their own Workers' Liability Insurance.

- Workers Compensation - Statutory limits as set by South Carolina Statutes
- Employer's Liability Insurance \$500,000/\$500,000/\$500,000

Commercial General Liability - The Proposer shall procure and maintain, for the life of this Contract/Agreement, Comprehensive General Liability Insurance. This coverage shall be on an "Occurrence" basis. Coverage shall include Premises, Medical Expense, Personal & Advertising Injury, General Aggregate, and Products and Completed Operations. The services being provided shall specifically be described under the "Description of Operations" on the certificate of insurance. The certificate of insurance should also name the City as additional insured.

Coverage: Each occurrence for:

- Bodily Injury/ Property Damage: \$ 1,000,000
- Products/Completed Operations: \$ 2,000,000
- General Aggregate: \$ 2,000,000
- Damage to rented premises \$ 100,000
- Medical Expense (per person) \$ 5,000
- Personal & Advertising Injury \$ 1,000,000

Automobile Liability: The Proposer shall procure and maintain, for the life of the Contract/Agreement, Automobile Liability Insurance. Either of the following two options or acceptable:

- Combined single limit of \$1,000,000
- Split Limits
  - Bodily Injury (per person)                     \$ 500,000
  - Bodily Injury (per occurrence)                 \$ 1,000,000
  - Property Damage                                 \$ 500,000

Umbrella Liability: The Proposer shall procure and maintain, for the life of the Contract/Agreement, Umbrella Liability Insurance no less than \$1,000,000.

9. Transition Plan

Submit a projected Transition Plan for implementation if awarded the contract to include tasks and time frames. Include a list of all individuals assigned to your transition team with current contact information, telephone numbers and email addresses.

10. References

Provide at least three (3) client references whose facilities are comparable in size, profile, and security service hours to The Daning Amphitheater. Include the company's name, address, contact person and contact number.

11. Litigation

If your firm has been a party to any litigation in the past five (5) years, please provide the case number, jurisdiction of case, disposition of case, and a brief summary of the facts of the case. If the substance of the case is governed by a confidential settlement, please indicate as such.

RESPONDENT S' DISCLOSURE STATEMENT

All respondents should be aware that the Project is a public project, and the City is a public agency. Pursuant to the laws, rules and Executive Orders of the State of South Carolina, the City of Goose Creek shall make every effort to avoid even the appearance of a conflict of interest or any impropriety in both the selection process for this project and the negotiation and performance of any resulting contract. As part of any submittal, you intend to make for this project, **you must include a Disclosure Statement with your submittal** which answers the following specific questions:

1. Describe any business transactions occurring within the prior two years between your firm and the City of Goose Creek .
2. Describe any gift, hospitality, or benefit of any sort that your firm has provided to the City of Goose Creek within the prior one-year period.
3. *A conflict of interest or potential conflict of interest* is defined as any action, decision, or recommendation by a person acting in a capacity as a public official, the effect of which is or could be to the private monetary or financial benefit or detriment of the person, the person's relative, or any business with which the person or a relative of the person is associated. The potential conflict of interest is viewed from the perspective of a reasonable person who has knowledge of the relevant facts. Based upon this definition, describe any conflict of interest or potential conflict of interest that your firm has with the City of Goose Creek

This Disclosure Statement should be dated and signed by an authorized signer for the respondent and submitted with the Respondent 's submittal.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of Authorized Agent

Exhibit A. Map of the Venue

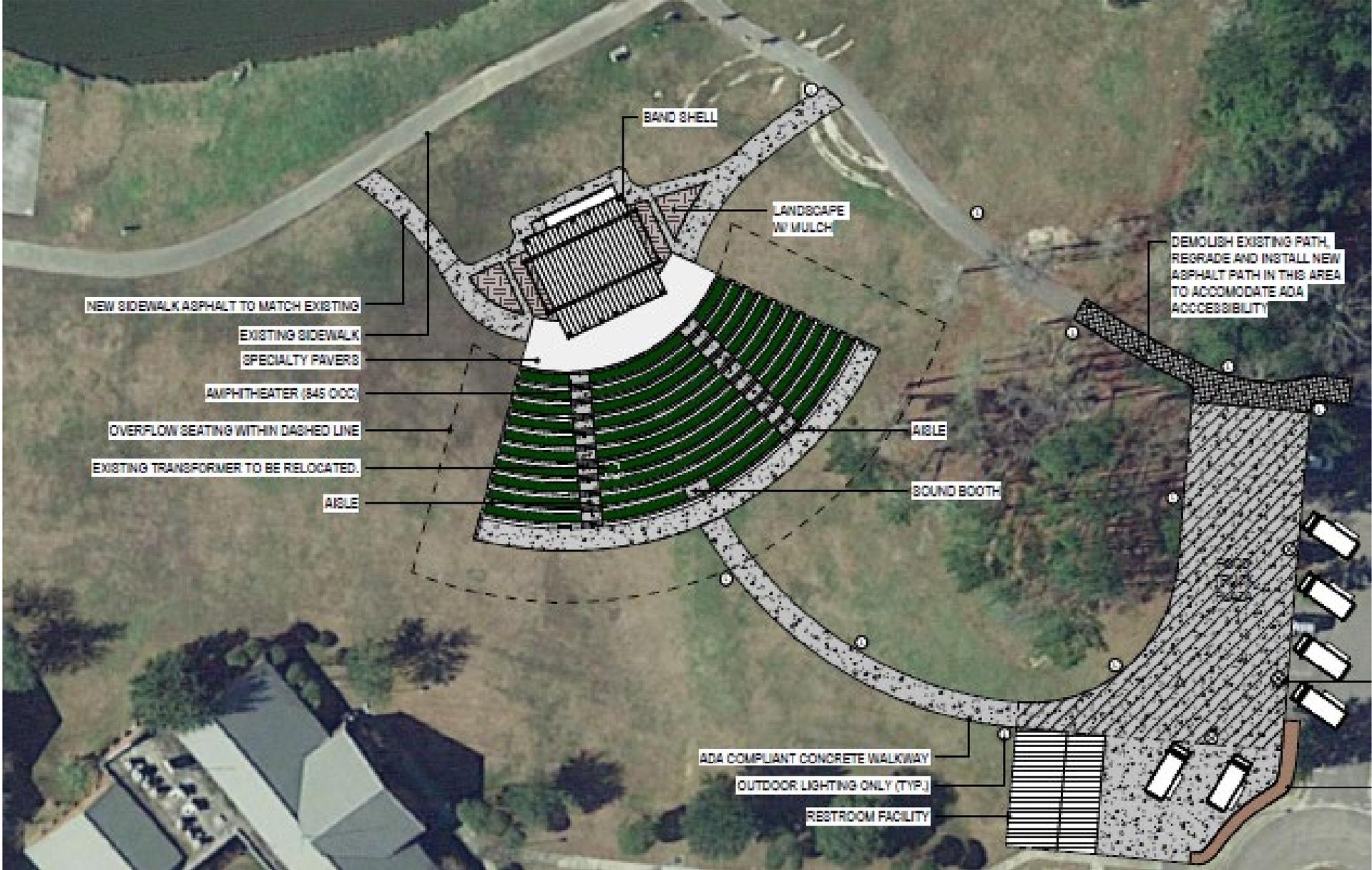


Exhibit A. Parking areas

