CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

DATE: February 17, 2020

ITEM: Motion – Approval of Agreement - City Hall Building Security

FINANCIAL IMPACT: The cost is estimated to be approximately $35.00 per hour for armed, on-site security services.

BACKGROUND: The City has contracted for armed security services since January of 2018. Since the City decided to make armed security services a permanent service it decided to send out a Request for Proposal (RFP) to area security services providers. Five proposals were received, and all five security providers were rated by staff from City Manager's Office, Police Department and the Parks Department. After evaluating the proposals, staff is recommending that the Council approve an agreement with The Conley Group, Inc., located in Des Moines, IA.

The Conley Group is the City's current security provider and has been providing security services for nearly 45 years.

The proposals included fees for the related services. Although The Conley Group's pricing came in slightly higher than the lowest pricing, staff feels their experience and proven positive interaction with the public, along with them being the only fully complete submitted proposal outweighs the slightly higher cost.

The agreement is proposed to begin on February 1, 2020 through December 21, 2021, with an option to be renewed for additional one (1) year terms if the parties mutually agree upon the contract terms. The RFP and Agreement are attached for your information.

OUTSTANDING ISSUES (if any): None

RECOMMENDATION: That Council approve the Agreement

Lead Staff Member: Laura Reveles, Assistant to the City Manager

STAFF REVIEWS

Department Director	Tom Hadden, City Manager	Jamie Letzring Jimenez
Appropriations/Finance	Tim Stiles, Finance Director	
Legal	Richard Scieszinski, City Attorney	RJS
Agenda Acceptance		

PUBLICATION(S) (if applicable)

Published In	Des Moines Register
Dates(s) Published	November 15, 2019

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	

The Conley Group, Inc.
Security Services Agreement

THIS AGREEMENT is made on February ___, 2020, by the City of West Des Moines, Iowa, 4200 Mills Civic Parkway, West Des Moines, Iowa 50265, herein called "Owner," and The Conley Group, Inc., 2867 104th St, Urbandale, Iowa, 50322, herein called "Agency."

RECITALS:

1. Agency is in the business of furnishing professional security services by means of modern methods of security protection.
2. To deter crime and promote safety on its premises, Owner wishes to employ the services of Agency.

For the reasons recited above, and in consideration of the mutual covenants contained herein, Owner and Agency agree as follows:

Services to Be Provided. Agency will furnish properly equipped and uniformed armed security officers to provide on-site professional security services at the West Des Moines City Hall located at 4200 Mills Civic Parkway in West Des Moines, Iowa. The uniformed, on-site armed security officer service will be provided from 8:00 AM to 5:00 PM Monday through Friday, and occasionally longer as required by Owner, during all regular business days. Owner reserves the right to select its preferred security officer for ongoing services from the provided resumes of personnel from Agency. Any special instructions regarding the nature and scope of security duties for Owner shall be specified as part of the on-the-job instruction manual and shall be consistent with duties, responsibilities and instructions contained in the *"Request for Bid, City of West Des Moines City Hall Building Security"* issued on November 11, 2019 (hereinafter "Request for Bid"), a copy of which is attached. Services provided by the Agency under this Agreement shall be performed in a manner consistent with that degree of skill and care ordinarily exercised by professional security service providers currently operating under similar circumstances.

A. **Term** The above service will begin on February 1, 2020 through December 31, 2021. This Agreement may be renewed for additional one (1) year terms if the parties mutually agree upon the contract terms. This Agreement may be terminated for cause, defined as any material breach of the terms and conditions of the Agreement, upon five (5) days written notice at the address shown above, and may be terminated without cause upon thirty (30) days written notice at the address shown above.

B. **Charges for Services.** For these services, Owner shall pay Agency thirty-five dollars and no cents ($35.00) per hour for the armed, on-site security services. Complete payment is due to Agency from Owner within thirty (30) calendar days of the invoice date.

C. **Agency Not an Insurer.** It is agreed by and between the parties that Agency is not an insurer, and the payment of charges for services are based solely on the value of the services. Agency shall not be responsible for loss or damage to property of Owner caused by acts of vandalism, breaking and entering, theft, burglary, or other causes. Agency is not warranting prevention of damages from such causes, but rather through its services attempting to provide a deterrent to the commission of such offenses.

D. **Duties of Security Personnel.** The duties of the armed security personnel shall pertain to City Hall and the surrounding grounds and parking areas of City Hall and shall be those duties as shown in the Request for Bid. Specifically, the armed security personnel shall: (1) Maintain vigilant attention to all persons entering City Hall, including situational awareness of their activities, and identify persons who are potential threats; (2) Physically inspect and ensure that all mechanical barriers to entrances are functional and in place; (3) Make polite and professional inquiries as to the nature of the business of people entering the building and assist them as necessary; (4) Coordinate with the individual departments in City Hall for scheduled appointments and the entry of persons seeking services within those departments; (5) Receive and visually inspect packages received at City Hall and notify the recipients of arrival, including notification to the appropriate authority in the event of receipt of a suspicious package; (6) When unable to effectively diffuse a confrontational situation, engage unruly persons if necessary and detain them while awaiting arrival of police, if required, including lawful use of any necessary force to maintain security and safety of the building and its occupants. Specific duties describing the nature and scope of the officer will include the physical protection of grounds, equipment and property of Owner, deterrence of burglary, vandalism, pilferage and robbery, and reporting of emergencies. Security officers will act on their own initiative at the direction of Agency. Their personal appearance, attitudes, and manner of performance will at all times reflect a favorable public image, both for Owner and Agency.

E. **Duties of Agency.** (1) In addition to duties specified above, additional duties may include personnel of Agency: (a) through the use of a secondary security officer, conducting regular exterior tours of Owner's premises, checking all gates, doors, and windows; (b) reporting any unusual incidents or hazardous conditions as soon as practicable to such persons as designated by Owner; (c) completing written reports covering all incidents at the conclusion of each tour. (2) In the pursuance of this Agreement, Agency agrees to: (a) equip and maintain an organization capable of furnishing the highest level of public relations and security services; (b) instruct each employee to continually improve their knowledge of all phases of security and protection; (c) keep all employees informed of new methods and procedures through its education facilities; (d) keep abreast of legislative and other matters pertaining to security and keep Owner informed, if necessary; (e) maintain new and practical techniques of protection; (f) select its employees with utmost care and maintain records of the background of each employee, and a record of each employee's conduct and accomplishments while a member of Agency's organization; (g) maintain employer-employee relationships that will promote the greatest efficiency from each individual member of Agency, in the interest of Owner; (h) maintain records of the activities of personnel while on duty so as to be able to furnish Owner with an accurate account of the activities of the officers covering Owner's premises.

F. **Emergencies.** Any immediate emergencies are to be reported without delay to Owner, police, fire or other authorities, as appropriate.

G. **Security Personnel as Employees of Agency.** The security personnel performing Agency's duties under this Agreement will be employees of Agency and Agency will exercise complete control over their conduct. Agency will pay all wages, expenses, social security taxes, federal and state unemployment insurance, and any similar taxes relating to said employees. Agency is an independent contractor and no employer-employee relationship between Agency and Owner is created by this Agreement.

H. **Indemnification of Owner.** Agency will indemnify and hold Owner harmless from and against any and all losses or damages which Owner may sustain by reason of damage to property

or injury to or death of any person, or for any losses or damages sustained by Owner from false arrest, false imprisonment, malicious prosecution, libel or slander, or assault and battery or similar type of offense caused by the negligence of Agency, its servants or agents, while engaged in the services arising out of and within the scope of the performance of this Agreement, other than those which arise in part out of the negligence of Owner, which shall be the responsibility of Owner in proportion to its negligence, and other than those amounts paid in settlement of any claim or litigation effected without the consent or approval of Agency.

I. **Insurance.** Agency shall carry and maintain, at Agency's expense, insurance in the coverage and amounts as shown on Attachment A, "Minimum Insurance Requirements" contained in the Request for Bid.

J. **Hiring of Security by Owner.** Owner agrees that it will not, for a period of at least one (1) year after termination of this Agreement, hire for its own employment as a security officer, any persons employed by Agency in the performance of this Agreement.

K. **Non-Discrimination**. Agency shall not discriminate against any employee or applicant for employment because of age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, or veteran status. Agency will, where appropriate or required, take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, or veteran status.

L. **Entire Agreement.** This Agreement, with attachments, represents the whole and entire Agreement between the parties. No other agreements or representations, oral or written, have been made by either party. This Agreement may not be altered, modified. amended or assigned except upon mutual written agreement of the parties. This Agreement shall be interpreted under the laws of Iowa.

IN WITNESS WHEREOF, this Agreement is executed as of the date first above written.

OWNER: City of West Des Moines, Iowa

BY: _____
Steven K. Gaer, Mayor

AGENCY: The Conley Group, Inc.

BY: _____
Tom M. Conley, President & CEO

ATTEST:
BY: _____
Ryan T. Jacobson, City Clerk

STATE OF IOWA)
) SS:
COUNTY OF POLK)

On this 17th day of February, 2020, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Steven K. Gaer and Ryan T. Jacobson, to me personally known, and, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the **City of West Des Moines, Iowa,** an Iowa municipal corporation; that the record was signed on behalf of the corporation, by authority of its City Council as contained in Resolution _____ approved on the 17th day of February, 2020 and that **Steven K. Gaer and Ryan T. Jacobson** acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation by it voluntarily executed.

_____
Notary Public in the state of Iowa

PUBLIC NOTICE

CITY OF WEST DES MOINES
CITY HALL BUILDING SECURITY

The City of West Des Moines is soliciting proposals from qualified vendors to provide security services at West Des Moines City Hall, 4200 Mills Civic Parkway, West Des Moines, Iowa, 50265. This Request for Proposal ("RFP") should not be construed as an order, offer, request for contract, or commitment by City of West Des Moines for these services.

This entire document, including all attachments, shall be considered as binding, part of the contract, and must meet or exceed the specifications set forth in this Request for Proposal.

Vendor shall submit its Proposal according to instructions in this RFP. Sealed bids will be received by the City of West Des Moines, Iowa, on or before 2:00 p.m., local time, on Wednesday, December 11, 2019, for the following:

Bid Item: City Hall Building Security

Bidders shall submit their bids in a sealed envelope, plainly marked "City Hall Building Security".

Office of the City Clerk
City of West Des Moines
4200 Mills Civic Parkway, Suite 2E
P.O. Box 65320
West Des Moines, Iowa 50265-0320

It shall be the sole responsibility of the bidder to ensure that the bid is received by the City of West Des Moines City Clerk via hand-delivery or mail by the above location and time.

Questions regarding the Request for Proposal can be directed to Jamie Letzring, Deputy City Manager, City of West Des Moines, by phone at 515-222-3605, or by e-mail at Jamie.letzring@wdm.iowa.gov.

The bid prices shall be clearly identified in the Proposal. The City reserves the right to accept or reject any or all bids and waive irregularities and technicalities as determined to be in the best interests of the City.

Published in the Des Moines Register on November 15, 2019.

REQUEST FOR BID

CITY OF WEST DES MOINES
CITY HALL BUILDING SECURITY

The City of West Des Moines, Iowa, solicits interested vendors to submit bids for building security, including but not limited to providing for the safety of the city employees and persons doing business within City Hall under general supervision, as requested by the City of West Des Moines.

Submittals marked "City Hall Building Security" will be received no later **than 2:00 p.m., local time**, on **Wednesday, December 11, 2019**. Submit a signed copy of this Request for Bid and attached Bid Sheet to:

Office of the City Clerk
City of West Des Moines
4200 Mills Civic Parkway, Suite 2E
P.O. Box 65320
West Des Moines, Iowa 50265-0320

BID PROCEDURE

Mark outside of sealed envelope with bid subject, "City Hall Building Security".

Bids received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsive, responsible firm or in any way restrain or restrict competition. The City of West Des Moines reserves the right to award in whole or in part, or to reject any or all bids.

Any bid submitted MUST be signed by an individual authorized to bind the bidder. Any bids submitted without such signature will be deemed non-responsive and will not be considered.

QUESTIONS

Questions regarding the Request for Proposal can be directed to Jamie Letzring, Deputy City Manager, City of West Des Moines by phone at 515-222-3605, or by e-mail at Jamie.letzring@wdm.iowa.gov.

CONTRACT TERMS

CITY OF WEST DES MOINES
BUILDING SECURITY

I. SPECIFIC CONDITIONS AND INSTRUCTIONS TO THIS AGREEMENT

A. The intent and purpose of this Request for Bid is to secure a vendor that can provide armed security services Monday through Friday, from 8:00 a.m. until 5:00 p.m., and occasionally longer.

The City will have sole discretion to select the vendor. All responsive information submitted in the Request for Bid will be evaluated and considered. The City reserves the right to select the vendor whom the City believes will perform best pursuant to the terms and conditions of this Request for Bid. Cost is one of multiple factors the City will consider in selecting a vendor. Other factors that will be considered include, but are not limited to, past comparable experience, references, and any other relevant considerations that the City believes will affect the vendor's ability to perform in accordance with the terms and conditions of this Agreement.

The City also reserves the right to establish a primary contract and a secondary contract as a contingency plan. If the primary vendor cannot perform the needed services within the desired time frame, the secondary vendor may be called upon to complete the requested work. If neither of these vendors can perform the needed services within the desired time frame, the work may be opened up to other vendors for bids on a case-by-case basis only.

B. The public, along with City personnel, will be allowed access to the building by use of the doors at the main entrance at the front of the City Hall building. Entrances on each side of the City Hall building operate with a card-activated security system and as City staff entrances only. The main entrance will be staffed a minimum of five (5) days a week (excluding days when City Hall is closed) by one (1) armed security person during regular business hours. The duties of the armed security person will be to oversee security camera monitors and shall include additional duties/enforcement in the City Hall parking lot. Specifically, the armed security personnel shall: (1) Maintain vigilant attention to all persons entering City Hall, including situational awareness of their activities, and identify persons who are potential threats; (2) Physically inspect and ensure that all mechanical barriers to entrances are functional and in place; (3) Make polite and professional inquiries as to the nature of the business of people entering the building and assist them as necessary; (4) Coordinate with the individual departments in City Hall for scheduled appointments and the entry of persons seeking services within those departments; (5) Receive and visually inspect packages received at City Hall and notify the recipients of arrival, including notification to the appropriate authority in the event of receipt of a suspicious package; (6) When unable to effectively diffuse a confrontational situation, engage unruly persons if necessary and detain them while awaiting arrival of police, if required, including lawful use of any necessary force to maintain security and safety of the building and its occupants.

C. In the event of an evacuation of City Hall, security personnel shall be responsible to:

Bring the elevators to the main floor and lock out, assist in making sure no one re-enters the building until an all clear message is given, check stairwells for disabled/injured persons after evacuation is complete, and assist in keeping the parking lot clear for emergency personnel.

D. The vendor shall provide the City with documented criminal background checks for all security personnel.

E. The vendor shall be responsible for the hiring, firing, replacement of personnel, disciplinary actions, payroll, scheduling, and any and all personnel and administrative matters. All payroll taxes, liability, and workers' compensation are the sole responsibility of the vendor.

F. The vendor shall provide uniforms for security personnel.

G. The City will reserve the right to select its preferred security guard for on-going services through this contract. Vendors shall submit, with their submission to the City, a copy of the resumes of any and all personnel they intend to use to service the City's account, for review and selection.

H. The vendor shall be an independent contractor, and its employees shall not be considered employees of the City of West Des Moines. The vendor understands that an employer/employee relationship does not exist under this Agreement.

I. The vendor shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior consent of the City.

J. All data, documents, and other information provided to the City by the vendor as a result of the RFP shall become the property of the City and subject to its disposal and subject to applicable open records laws.

K. All costs associated with the preparation of a proposal in response to the RFP shall be the responsibility of the vendor submitting the proposal.

L. The proposed hourly billing rate for the uniformed security officer shall include all regular wages, statutory costs, general liability insurance, uniforms, standard issued equipment, general and administrative overhead, benefits, and profits. Please bid on the following two (2) options: (1) One security staff person at the City Hall main entrance five (5) days and a total of forty-five (45) hours per week (excluding City holidays); and (2) Per hour cost to add additional staff as requested by the City on a limited basis.

M. Qualified quotes are subject to rejection in whole or in part. The City reserves the right to reject any and all proposals, or to award the contract to the next most qualified vendor if the vendor judged most qualified does not execute a contract within thirty (30) days after the award of the proposal.

N. A committee shall be used to evaluate the proposals based on the following criteria: Quality of the proposal, experience and availability of personnel assigned to serve the city, and proven ability to provide services, references, and cost. Retired, in good

standing, State of Iowa certified peace officers, who are entitled to carry weapons in accordance with LEOSA HR 218 and have current weapons qualifications on file, are preferred.

P. The City reserves the right to request clarification of the information submitted and to request additional information of offerors.

P. It is the City's intent to make an award by January 31, 2020. Vendor agrees that bid prices are irrevocable from the bid submission date through February 29, 2020, or by the date of acceptance, whichever occurs later. Upon award of bid, a contract will be approved by the City of West Des Moines City Council and therefore become a legal binding agreement.

Q. Hold Harmless Agreement – The vendor shall indemnify and hold harmless the City of West Des Moines, including its officials, employees, and agents, from and against all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from the performance of the work detailed herein, provided that any such claim, damage, loss or expense is caused in whole or in part by any act or omission attributable to the vendor, including anyone directly or indirectly employed by or associated with the vendor, regardless of whether or not it is caused in part by the City.

R. Insurance – The successful vendor shall maintain adequate liability insurance in form(s) and amount(s) sufficient to protect the City of West Des Moines, its officials, employees, and agents against loss, damage, and/or expense related to performance under this Agreement. The successful vendor shall provide a Certificate of Insurance pursuant to the requirements set forth in Attachment A. In the event the insurance coverage is canceled or modified in any way, the City of West Des Moines must be notified immediately. If at any time during the contract period the company fails to maintain the minimum insurance coverage, the contract may be canceled at the option of the City of West Des Moines.

S. Bid Form / Proposal Signature Page – Each bidder must submit an original Bid on the form(s) attached, plus any additional sheets provided by the bidder that may be required for additional information. The bidder shall sign the bid correctly, and the bid may be rejected if it shows any omissions, alterations of the form, additions not called for in the bid, or any irregularities of any kind.

T. Termination for Cause – If, through any cause, the successful bidder shall fail to fulfill in a timely and proper manner its obligations, or if the successful bidder shall violate any of the covenants, agreements, or stipulations of the award, the City shall thereupon have the right to terminate the award by giving written notice to the successful bidder of such termination and specifying the effective date of termination.

U. Taxes – The City of West Des Moines is exempt from sales tax and certain other use taxes. Any charges for taxes from which the City is exempt will be deducted from invoices before payment is made.

II. GENERAL GUARD INSTRUCTIONS

Security Guard supplier certifies to the City that all security guards assigned to the City Hall have been instructed to do the following:

A. Presenting a professional and courteous attitude.
B. Assist with checking-in or directing visitors.
C. Avoiding the use of force unless essential for self, staff or a threat is detected.
D. Withdrawal when a situation is clearly beyond a guard's ability to handle safely.
E. Notify and cooperate with local law enforcement when required.
F. Carry a weapon.

Security guards shall conduct a minimum of one (1) walking tour throughout the site every hour at random intervals. Security guards assigned to City Hall shall be expected to perform the tasks detailed in the categories listed below, as well as any other tasks which may become necessary for the protection of City of West Des Moines assets and/or employees.

A. PREVENTION:
1. Check all doors to ensure that those required to be are closed and locked are secured.
2. Observe building and grounds regularly, checking all floors inside the building on random patrols.

B. PROTECTION:
1. Prevent unauthorized entry into building.
2. Prevent unauthorized removal of property from building.
3. Protect employees and visitors from harm.
4. Maintain order.
5. Be alert for threats to life or property.
6. Prohibit loitering and unruly behavior.

C. ENFORCEMENT:
1. Ensure emergency exits are clear.
2. Inform City's agent and police of unusual occurrences.
3. Cooperate with all law enforcement agencies.
4. Contact law enforcement officers when required.
5. Ensure compliance with established rules and regulations.
6. Contact Police to remove unruly persons from premises.

D. EMERGENCY SERVICES:
1. Be familiar with medical emergency procedures.
2. Notify Fire Department in event of fire.
3. Use phone to notify proper authorities in case of emergency.
4. Instruct people where to go in case of emergency.

E. REPORTING:
1. Daily activity logs, including a pass-down log, shall be maintained, detailed and submitted.
2. Record all unusual occurrences in log.
3. Report all suspicious activities.
4. Report all accidents and actions taken.

5. Report all fires.
6. Report all damage to City or personal property.
7. Report all fire or safety hazards in writing.

II. LENGTH OF AGREEMENT

The term of this Agreement shall be from the date of approval by the parties through December 31, 2021. This agreement may be renewed for additional one (1) year terms if the parties can mutually agree upon the contract terms.

III. FURTHER INFORMATION

A. Mandatory Drug and Alcohol Testing Programs. The vendor certifies that all of its employees who may perform safety sensitive functions for the City are included in a substance abuse testing program that meets the requirements of Federal Department of Transportation Drug and Alcohol Testing regulations (Code of Federal Regulations, 49 C.F.R., Part 382 and Part 40).

B. ADA Statement. The City does not discriminate on the basis of disability. If you believe you have been discriminated against in any program or facility, you may file a complaint alleging the discrimination with the ADA Coordinator through the City Manager's office. The TDD line for the City of West Des Moines is 515-222-3334.

C. FLSA Statement. "We hereby certify that these goods were produced in compliance with all applicable requirements of Sections 6, 7 and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders to the United States Department of Labor issued under Section 14 thereof."

D. Non-Discrimination Clause. The City of West Des Moines does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation, gender identity, national origin, or disability. All bidders must agree not to discriminate against any employees or applicants for employment based on age, race, religion, creed, color, sex, sexual orientation, gender identity, national origin, or disability, and to include a similar non-discrimination provision in all associated agreements.

IV. ADDITIONAL TERMS

A. Assignment. Neither the vendor nor the City shall assign its rights or obligations under this Agreement without the prior written consent of the other party.

B. Entire Agreement. This Agreement, including any attached schedules and exhibits, constitutes the entire agreement and understanding between the parties hereto and is the final expression of their agreement and no evidence of oral or other written promises shall be binding. This Agreement may not be supplemented, amended, modified, or otherwise altered except by written instrument executed by both of the parties hereto and no course of dealing or trade usage between the parties shall be effective to supplement, amend, modify, or alter this Agreement.

C. Waiver. The failure to enforce or to require the performance at any time of any of the

provisions of this Agreement herein shall in no way be construed to be a waiver of such provisions, and shall not affect either the validity of this Agreement or any part hereof or the right of either party thereafter to enforce each and every provision in accordance with the terms of this Agreement.

Authorized Signature	**Date**
(Print Name and Title)	

CONTRACT TERMS

CITY OF WEST DES MOINES
CITY HALL BUILDING SECURITY
ATTACHMENT A
MINIMUM INSURANCE REQUIREMENTS

A. At all times during this Agreement, the vendor will carry and maintain, at the vendor's expense, the following insurance:

1. Commercial General Liability Insurance Policy to afford protection with respect to bodily injury, personal injury, death, or property damage of not less than One Million Dollars ($1,000,000) per occurrence combined single limit/Two Million Dollars ($2,000,000) general aggregate.

2. Workers' Compensation Insurance Policy or similar insurance in form and amounts as required by Iowa law.

3. Umbrella Liability Insurance of not less than Two Million Dollars ($2,000,000) per occurrence.

B. Professional Liability Insurance with a limit for each claim of not less than One Million Dollars ($1,000,000).

C. Coverage must be maintained by a financially stable insurance carrier with a minimum AM Best rating of B+ or better. It will be the vendor's responsibility to provide proof of its carrier's rating.

D. The vendor shall also agree to the following:

1. The City of West Des Moines, Iowa, will be named as an additional insured with respect to all casualty insurance policies.

2. Certificate of insurance will be submitted to the City prior to commencement of the contract and shall include a thirty (30) day notice of cancellation provision.

3. If the vendor fails to perform any of its obligations under the City's Insurance and Policy Requirements, the City of West Des Moines reserves the right to either purchase the required insurance coverage and assess the cost directly to the vendor or to declare the vendor's bid invalid.

REFERENCES

CITY OF WEST DES MOINES
CITY HALL BUILDING SECURITY

Name of Organization	Types of Services Provided	Reference Contact Name	Contact Phone Number

CONTACT INFORMATION

Full Legal Name (Print): _____

Residence Address: _____

Business Address: _____

Telephone Number: _____

Email Address: _____

BID FORM

CITY OF WEST DES MOINES
BUILDING SECURITY

To: City of West Des Moines, Iowa

The undersigned hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications, addenda, legal advertisement, and conditions contained in the RFP. The undersigned has read all attachments including the specifications and fully understands what is required. By submitting this signed proposal, the undersigned will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this Proposal. The undersigned certifies that he or she has not divulged or discussed with or compared this Proposal with other Proposer(s) and have not colluded with any other Proposer(s) or parties to this RFP. The undersigned also certifies that he or she is authorized to contractually bind the proposing vendor.

The undersigned understands that the City of West Des Moines shall cancel this Agreement, if the City has knowledge that all conditions as stated in the Bid Proposal have not been fulfilled.

(1) Staff with one security person present at City Hall
Monday – Friday, 8:00 a.m. to 5:00 p.m. $_____

(2) Per hour cost to add additional staff or extend hours
$_____

Proposal submitted by:

Company (legal registered): _____

Address: _____

_____

City, State, Zip Code: _____

Signature: _____

Name (printed): _____

Title: _____

Telephone No.: _____

E-Mail: _____