



INVITATION TO BID

On-Site Security Guard Services

WTLC

PO Box 916
Fullerton, CA 92836

714-992-1939
Info@wtlc.org

Invitation to Bid Letter

To Whom It May Concern:

WTLC will be accepting bid proposals for the bid, "On-Site Security Guard Services." Bids must be received no later than 12/12/2022 at 5:00 PM PST. Bids received after this date and or time will not be accepted and will be returned to the sender.

The purpose of this project is to provide on-site security guard services to WTLC's Housing location and its surrounding buildings during the graveyard shift hours. Key components of this project include:

- Provide at least (1) one on-site trained security personnel to monitor and patrol the identified buildings and housing location during the overnight hours; 365 days in the year
- Provide safety support to the residents living in WTLC's confidential Emergency and Transitional Housing Programs
- Contact appropriate law enforcement and identified WTLC staff member for crisis and urgent incidents
- Complete daily log tracker and report

If you are interested in submitting a bid, it should be delivered to the name and address listed below:

WTLC
Attn: Sandy Ruiz, Associate Director of Housing
sruiz@wtlc.org for email submissions
PO Box 916 Fullerton, CA 92836 for mailed submissions

Details of the bid, the required information, and submission instructions are listed in the bid information on the following page.

Thank you for your consideration of this Invitation to Bid.

Sincerely,



Mark Lee, CEO

Bid Information

Project: On-Site Security Services

WTLC, through the procurement process, is soliciting competitive bids for the above mentioned project. The successful bidder will be selected to fulfill the expectations of the project.

General Bid Information:

Bid Project	On-Site Security Guard Services
Bid Type	Services
Bid Issued	11/10/2022
Publication Date	12/12/2022
Bid Due Date	December 12, 2022 at 5:00PM PST. Bids received after the time and date shall be returned to the sender.
Notification	All submissions will receive a response to the status of their bid by Monday, December 19, 2022.

Instructions for Submitting Bids:

Submittal Format	(1) one of (2) two options: (1) Email submission: Email bid to Sandy Ruiz, Associate Director of Housing; sruiz@wtlc.org OR Mail submission: WTLC Attn: Sandy Ruiz, Associate Director of Housing PO Box 916 Fullerton, CA 92836
Secondary Contact	For any reason, submission of bids can be address to the secondary contact: Mark Lee, CEO; mlee@wtlc.org
Late Submittals	Bids received after the time and date stated in the Bid Due Date section shall be returned to the sender.
Required Information	Bidder's Company Background and list of services, Project Specification/ Scope of Work, Hourly Cost; Copy of General Liability Insurance with general aggregate no less than \$1,000,000 each occurrence

How to Obtain Bid Information

Location	Address
Physical Location	WTLC 210 N Pomona Ave Fullerton, CA 92832 Administrative Office Monday through Friday; 8:00 AM – 5:00 PM 714-992-1939

Website	https://wtlc.org/bidsecurityguard
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Full Opportunity:

Agency Overview

Founded in 1976, WTLC is the oldest domestic violence program in Orange County and the third oldest in the nation. Originally established as an emergency shelter, WTLC has since evolved into a multiservice organization dedicated to ending the cycle of violence through a trauma-informed, survivor-driven approach. Today, we are equipped to respond to the nuanced needs of survivors of both domestic violence and human trafficking, and we continue our tradition of evolving to meet their needs through the constant pursuit of innovative programs and evidence-based best practices.

Our programs fall under three major categories: Bridge Housing, Supportive Services, and Community Education and Advocacy. Through our three-fold approach, WTLC strives to meet the needs of survivors of any gender, their children, and survivors often not served by other programs. Uniquely tailored to the needs of survivors and their families, our programs rooted in the understanding that there is no one-size-fits-all approach to safety, recovery, and self-sufficiency.

Scope of Work

Bidder shall furnish all labor, supervision, training in applicable methods and processes, implements, equipment, and transportation to provide security guard services as required by WTLC and its property located in Fullerton, CA. Bidder shall assign the necessary security guard(s) to cover the hours of work called out in the Hours of Work section below.

Hours of Work

Services shall be provided throughout the contract term, as follows:

Monday through Sunday, overnight hours as determined by WTLC and agreed by Bidder, all Holidays included

Service Requirements

Security guard(s) shall regularly provide the following services:

1. Walk through the property and perimeter of all assigned buildings and checkpoints continuously.
2. Report those situations which are serious enough to require intervention by the Local Police Department and to WTLC designated supervisor.
3. Assist with miscellaneous assignments, such as assisting locked-out residents, reporting minor incidents and maintenance problems, etc.
4. Keep WTLC designated manager informed of all incidents and problems.

Proposed Pricing

Contract rates shall remain firm throughout the first year of the contract. Thereafter, rate increases will be considered only upon the contract anniversary date.

Contract Cancellation

Contract may be cancelled by either party upon 30 days written notice.

Non-discrimination

WTLC does not and shall not discriminate on the basis of race, color, religious creed, ancestry, national origin, age, sex (includes sexual harassment), pregnancy (childbirth or related medical conditions), marital status, sexual orientation (heterosexuality, homosexuality and bisexuality), medical condition (cancer and genetic characteristics), mental or physical disability (includes HIV and AIDS), political affiliation/opinion or Veteran's status. The successful bidder shall comply with WTLC's non-discrimination policy.