DPR POST CERTIFIED SECURITY SERVICES

SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

1. **SCOPE OF WORK**:

The contractor shall furnish management, supervision, manpower, equipment, and supplies necessary to provide Peace Officer Standards and Training (POST) certified security services as described herein. For purposes of this solicitation, P.O.S.T. certified shall mean **any person possessing a valid, numbered certificate issued by an authorized Board** authorizing such person to serve as a peace officer or reserve peace officer. Security services performed in a professional manner are the prime requirement of this contract. Professional performance is obtainable through sound management practices, a trained quality workforce, and effective supervision.

Each Bidder and each of the Bidder's sub-contractors must meet the following minimum qualifications:

1) Minimum of three (3) years experience, including supervisors, providing POST Certified Officers for security purposes
2) The primary contractor or his/her designee managing all POST Certified personnel must be POST Certified
3) Service Provider must act in compliance with Federal, State and local jurisdictional and POST Certified requirements and Standard Operating Procedures

2. **LEVEL OF EFFORT:**

In performing the work called for in this specification, the contractor shall provide the authorized productive man-hours, which may include City and/ or other holidays.

3. **ADJUSTMENTS:**

The City reserves the right to increase or decrease the number of sites and productive man-hours set forth herein and shall not be subject to any penalties or premium rates. In any case, the hourly rate set forth in the contract shall prevail during the entire period of the contract.

4. **PLACE OF PERFORMANCE:**

Work may be performed at the locations described under the Special Requirements (Section IV) and other locations designated by the City.

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5. **REQUIRED REPORTS**:

Each POST certified officer may be required to make entries in the form of a log sheet to be furnished by the contractor or the City for this purpose. If the contractor provides the form, such form must be addressed and submitted to the Commissioner of the Department of Parks and Recreation and receive approval prior to the contract start. The log sheet may set forth any information pertinent to the security of the site and of interest to the City, including but not limited to, the following conditions encountered during the officer's tour of duty:

a. Unusual Incidents
b. Fire and Fire hazards
c. Safety hazards
d. Thefts or attempted thefts
e. Unnecessary waste of utilities
f. Unsecured doors and windows
g. Damaged fences
h. Property damage of any kind
i. Unsecured personal or City Property, inside or outside
j. Office equipment left "on"
k. Unlocked gates
l. Leaking gas, water or other substances
m. Accidents of any nature
n. Evidence of drinking or presence of illegal substances on the premises.
o. Suspicious activities of any nature

In addition, for indoor facilities, the POST certified officer may be asked to ensure that all persons utilizing a facility during his tour of duty sign in and out. At the end of his/her tour of duty the assigned POST certified officer will turn in his/her log sheet to the contractor. In the event of any unusual incidents, such as those described above, the contractor will submit a written report to the Commissioner of the Department of Parks and Recreation or appointed designee. Such written report must be submitted within eight (8) working hours from the occurrence of the reported incident.

The POST certified officer assigned shall immediately report any serious incidents to their supervisor and City designee. Daily, the contractor shall submit a written report of the previous day's rounds to the appointed/authorized designee of the City. Such written reports shall be prepared on forms furnished by the contractor or by other method and previously approved by the City.

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6. **OPERATING INSTRUCTIONS**:

Prior to contract commencement, the contractor along with the City's designee shall develop a set of post orders applicable to each specific location. Post orders shall include instructions pertinent to the daily duties of the assigned POST certified officer including but not limited to, the following

A. Names and telephones numbers of contractor's Supervisory personnel.
B. Reporting procedures when calling in rounds or reporting incidents.
C. Names and telephone numbers of City Officials responsible for the facility.
D. Procedures for responding to emergencies the specific facility.
E. Station assignments at specific facilities, hours of operation, capacity information, if applicable, and security objectives.

7. **EMERGENCY REPORTING**:

In case of fire, the POST certified officer shall activate all mechanical alarms located in the facility and notify the City of Atlanta Fire Department by telephone, then notify the facilities appointed/ authorized designee and officer's supervisor. The POST certified officer shall, if required, respond to and take command of an emergency along with assisting in the evacuation of personnel. 911 emergencies shall be reported to the City of Atlanta 911 call center.

8. **LEGAL HOLIDAYS**:

POST certified officer services may be required on all legal City of Atlanta Holidays, if necessary.

9. **WAGES:**

9.1. The Contractor shall pay directly to all of contractor's employees and/or sub-contractors salaries and compensation and abide by all federal, state and local laws and codes, as may be required, including, but not limited to Worker's Compensation, Federal and/or State Unemployment Insurance, Employer's share of FICA and make deductions, if required, for Federal and State withholding taxes, Employees' share of FICA, and Amounts ordered by a court of law following prescribed litigation's

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9.2. Billing Documents: Prospective proponents shall submit a sample package of billing documents to be utilized in weekly invoice statements.

9.3. The contractor shall maintain payroll records during the entire life of the contract and any extensions of the contract. The City of Atlanta reserves the right to audit all payroll records pertaining to this contract.

9.4. Contractor should indicate on the bid form if there are any variations in the cost of POST certified officers. Although not required, contractors should indicate if the cost of POST certified officers is different for APD and other POST certified officers.

10. **EXAMINATION OF SITES:**

All prospective proponents shall visit the sites of proposed work. Prospective proponents shall examine all conditions affecting the cost of the work and shall examine the specifications as prepared by the City, and after satisfying itself as to conditions under which it must operate shall submit a proposal on the accompanying form. Failure to do so will not relieve proponents from responsibility for estimating properly the difficulty of cost of successfully performing the service as called for in the contract. The City assumes no responsibility for any understanding or representations concerning conditions made by any of its representatives prior to the execution of the contract, unless specifically included in this solicitation, its specification, or related documents.

11. **PERFORMANCE EVALUATION MEETINGS**:

The Contractor shall be readily available to meet with representatives of the City weekly during the first month of the contract and as often as necessary thereafter. A mutual effort will be made to resolve all problems identified at these meetings. The Department of Parks and Recreation designated representative will be responsible for scheduling the meetings. Minutes of the meeting may be prepared and distributed. If minutes are distributed, and should the contractor not concur with the same, it shall set forth in writing the reasons for disagreement and present them to the Department of Parks and Recreation for resolution.

12. **PERMITS AND LICENSES:**

In performance of work under the contract, the contractor shall be responsible for obtaining all necessary permits and licenses, and for complying with all applicable Federal, State and Local Laws.

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Specifically, all employees must be POST certified. Evidence of such license must be furnished to the City before contract award, upon request.

13. **QUALITY CONTROL**:

The contractor shall establish and maintain a comprehensive quality control program to assure the requirements of the contract are provided as specified. One copy of the Contractor's Quality Control Program shall be provided to the Department of Parks and Recreation or a designated representative, before contract commencement. An updated copy must be provided as changes occur. The program shall include, but not be limited to, the following:

a. An inspection system covering all the services performed under the contract. It must specify areas to be inspected on either a scheduled or unscheduled basis and the name and title of the individual(s) who will do the inspections.

b. A method for identifying deficiencies in the quality of services performed before the Level of performance becomes unacceptable.

c. A file of all inspections conducted by the contractor and the corrective action taken. This documentation shall be made available to the City during the term of the contract.

14. **VEHICLE EQUIPMENT**:

If a vehicle is required, the vehicle shall be of the following specification/type: motorcycle, regular automobile or pick-up truck properly identified with the Contractor's name unless vehicle is issued and labeled through a POST Certified agency. Costs associated with the vehicle shall be calculated in the Labor Rate for the specified location requiring the vehicle. All POST certified officer operating a vehicle shall have a valid Georgia Driver's License.

15. **RADIO EQUIPMENT**:

Contractor must ensure that each POST certified officer possess a cell phone in good working order to be used as needed in the performance of duties, as necessary.

PART II - WORK REQUIREMENTS AND PRACTICES

1. **STARTING AND STOPPING WORK**:

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All POST certified officers shall be in full uniform and ready to begin work promptly at the start of their shift and shall remain on their post in full uniform until the end of their full tour of duty and/or until properly relieved by another POST certified officer or the contractor's supervisor.

2. **RELIEF PERIODS**:

When extended relief periods or an extended interruption of service are authorized by the contractor, the contractor must provide a competent replacement POST certified officer for each officer to ensure consistency of service at no additional charge to the City.

3. **DUTY HOURS**:

All officers shall be physically capable and mentally alert at all times while on duty. Hours will be determined based on needs of the City. The Department of Parks and Recreation may require on-call POST Certified officers on short notice but will attempt to request services no less than 24 hours prior to commencement of the assignment.

4. **SUPERVISION**:

The contractor shall provide adequate, competent supervision at all times during the performance of this contract. The contractor or designated representative must be readily available to meet with City personnel to discuss immediate problem areas, and shall respond within one (1) hour upon telephonic notification by City personnel. The contractor shall provide the telephone numbers where its representative(s) can be reached 24 hours a day, seven days a week. The Account Manager or designated representatives shall not simultaneously hold the position of supervisor and POST certified officer, except in case of emergency or due to unforeseen circumstances. Every effort shall be made to secure a replacement POST certified officer immediately.

5. **STANDARDS OF CONDUCT**:

Each POST certified officer is expected to adhere to standards of behavior as per POST orders that reflect credit upon himself, his/her employers, and the City of Atlanta.

6. **PERSONAL APPEARANCE**:

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All POST certified officers are required to wear the prescribed. P.O.S.T. uniform at all times while on duty. The uniform and its wear shall conform to standards and usage followed by POST/police organizations in the United States. All POST certified officers shall wear a name badge and/or detachable photo I.D. bearing last name and first name of POST certified officer. No other identification is to be worn or displayed on the uniform unless required by Federal, State or Local Law.

7. **REPORTING REQUIREMENTS**:

Each assigned POST certified officer shall report to the designated post as assigned on a regular and consistent basis. This reporting shall be documented in the log sheet maintained at each post and the contractors daily report. Electronic reporting preferred, if available.

Part III - MINIMUM LEVELS OF PERSONNEL QUALIFICATIONS:

1. **GENERAL**

To be eligible to perform under this contract, each contract employee must meet the standards required to be a POST certified officer, hold POST certification and be able to provide security necessary at the specific post.

The POST certified officer is expected to have frequent contact with the public. The officer providing service must meet the following:

a. Possess a certification of completion of CPR/AED/First-aid classroom training.
b. Have received training in individual and crowd control.
c. Have knowledge of basic laws and codes of the State of Georgia and City of Atlanta.
d. Have capability to gather evidence and testify in courts.

5. **SUPERVISORS**

The primary contractor or his/her designee must have documented experience in a police field of not less than three (3) years.

6. **DISQUALIFICATIONS AND DISMISSAL OF EMPLOYEE**:

Contractor's employees may be disqualified for duty if any of the following are developed as facts pursuant to an investigation:

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a. Neglect of duty, including sleeping while on duty, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during official time, and refusing to render assistance or cooperate in upholding the integrity of the security program at the worksite.
b. Falsification of lawful concealment, removal, mutilation, or destruction or any official documents or records, or concealment of material facts by willful omission from official documents or records.
c. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions, or fighting. Also participation in disruptive activities, which interfere with the normal and efficient operations of the City of Atlanta government.
d. Theft, vandalism, immoral conduct, or any other criminal actions.
e. Selling, consuming or being under the influence of intoxicants,
drugs, or substances, which produce similar effects.
f. Unethical or improper use of official authority or credential
g. Unauthorized use of communications equipment or property
h. Misuse of weapons.
I. Violation of security procedures or regulations.
j. Recurring tardiness.

7. **PERSONNEL TURNOVER**:

Change(s) in POST certified officer assignments shall be provided to the City one (1) business day prior to POST certified officer (s) reporting to post for duty, if requested by the City. The effectiveness of any POST certified officer is often considerably improved based on his/her familiarity with the surroundings of his/her particular post. To preclude loss of effectiveness due to high personnel turnover, the contractor shall endeavor to assign re-occurring personnel to all officer positions whenever possible.

PART IV - SPECIAL REQUIREMENTS

The successful proponent shall provide POST certified officer services on an on-call basis for sites including, but not limited to, sites listed in this document. Additional, instructions regarding work details shall be provided by site representative(s) upon issuance of the Notice to Proceed in the form of Post Orders. The Contractor shall mail all invoices using the U.S. Postal Services and shall mail invoices to the specified contact person(s). Email or electronic invoices may also be accepted upon

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consent of the City. The quantity of hours and unit costs per location shall be itemized and based solely on the units costs as finalized and incorporated in the contract document.

DEPARTMENT OF PARKS & RECREATION POTENTIAL LOCATIONS (DPR)

A. The following list includes a list of potential sites requiring POST certified officers. This list is not inclusive of all sites and facilities that may require services:

i. Outdoor Pools (Open Memorial Day to Labor Day each year)

General Description of Assignment: May include, but not limited to, providing one to two officers to assigned location to provide on-deck and exterior security. Pools are generally open from Noon until 7pm or 8pm daily, 5-7 days a week depending on specific location.

Adams Park	1581 Lagoon Lane
Anderson Park	100 Anderson Ave
Candler Park	1500 McClendon Ave
Grant Park	625 Park Ave
John A White Park	1101 Cascade Circle
Maddox Park	1142 Donald Lee Hollowell Pk
Pittman Park	950 Garibaldi Street
Mozley Park	1690 M.L.K. Jr Drive
Rev. James Orange Park	1305 Oakland Lane
Rosa Burney Park	477 Windsor Street
South Bend Park	2000 Lakewood Ave
Thomasville Park	1750 Thomasville Drive

ii. Football Game Sites (End of August through November)

General Description of Assignment: May include, but not limited to, providing multiple officers to each location to provide traffic control and site security.

Anderson Park	100 Anderson Avenue
Boulevard Crossing Park	500 Englewood Avenue
William Walker Park	2405 Fairburn Rd SW

iii. Basketball Game Sites

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General Description of Assignment: May include, but not limited to, providing multiple officers to each location to provide traffic control and site security (indoors and outdoors as may be required).

Community Centers throughout the City that may include, but not limited to the following:

Adams Park Recreation Center
1620 Delowe Drive S.W., Atlanta, Georgia 30311
404-756-1827

C.T. Martin Natatorium and Recreation Center
3201 M. L. King Jr. Drive S.W., Atlanta, Georgia 30311
404-505-3181

William Walker Recreation Center
2405 Fairburn Road S.W., Atlanta, Georgia 30331
404-346-5891

Bessie Branham Recreation Center
2051 Delano Drive N.E., Atlanta, Georgia 30317
404-371-5010

Central Park Recreation Center
400 Merritts Avenue N.E., Atlanta, Georgia 30308
404-874-1780

Coan Park Recreation Center
1530 Woodbine Avenue S.E., Atlanta, Georgia 30317
404-371-5008

Dunbar Recreation Center (Neighborhood Center)
477 Windsor Street S.W., Atlanta, Georgia 30312
404-658-7117

Grove Park Recreation Center
750 Frances Place N.W., Atlanta, Georgia 30318
404-799-2342

Grant Park Recreation Center
537 Park Avenue S.E., Atlanta, Georgia 30312
404-624-0697

James Orange Recreation Center
1305 Oakland Drive S.W., Atlanta, Georgia 30305
404-756-1866

Martin Luther King Jr. Recreation & Aquatic Center
110 Hilliard St Atlanta 30312 /
404-658-1149

Peachtree Hills Recreation Center
308 Peachtree Hills Avenue N.E., Atlanta, Georgia 30305
404-237-2756

Pittman Park Recreation Center
950 Garibaldi Avenue S.E., Atlanta, Georgia 30315
404-215-2824

Rosel Fann Recreation Center
365 Cleveland Avenue S.E., Atlanta, Georgia 30354
404-624-0772

Thomasville Recreation Centers
1835 Henry Thomas Drive S.E., Atlanta, Georgia 30315
404-624-0816

iv. Other Potential Sites:

1) Oakland Cemetery - 248 Oakland Avenue –may requireofficer from 4:00 p.m. until 8:00 a.m. Mondays through Fridays and 24 hour coverage on weekends and holidays

2) Blvd Englewood – may require officer from 5:00 p.m. until 12:00 a.m. and 12 a.m. until 7a.m. Mondays through Fridays and 24 hours on weekends and holidays

3) Swimming Competitions – Indoor Natatoriums
    i. MLK Recreation and Aquatic Center
    ii. CT Martin Recreation and Aquatic Center
    iii. Rosel Fann Recreation Center
    iv. Washington Natatorium (102 Ollie St NW)

4) Baseball Games – City Parks
    i. Southside Athletic Complex 3460 Jonesboro Rd, SE and other sites

5) Other Park and Recreation Locations – As needed.

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