

FIRST CLASS

FIRST CLASS TRANSPORTATION

REQUEST FOR PROPOSALS

#FACSEC1050

FACILITY SECURITY IMPROVEMENTS

Submission Deadline: June 3, 2022 @ 5:00PM

First Class Transportation

12703 Eastex Freeway

Houston, Texas 77039

Phone: 281-590-8800 | Fax: 281-227-8265

www.firstclasstours.net

FIRST CLASS TRANSPORTATION
REQUEST FOR PROPOSAL - FACILITY SECURITY

RFP ID: #FACSEC1050

PROPOSAL SUBMISSION DEADLINE: June 3, 2022 @ 5:00 PM

QUESTION SUBMISSION DEADLINE: May 23, 2022

CORPORATE CONTACT INFORMATION

General questions may be submitted via email no later than May 23, 2022 to:

RFP Contact Name: Greg Rogers
Contact Address: 12703 Eastex Freeway
Houston, TX 77039
Telephone Number: 281-590-8800
Email Address: grogers@firstclasstours.net

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Project Specifications and Equipment, contact:

Name: Greg Rogers
Title: General Manager
Phone: 281-590-8800
Email: grogers@firstclasstours.net

PROJECT OVERVIEW AND OBJECTIVE

First Class Transportation is seeking qualified vendors to installation of a motorized gate, security cameras, perimeter lighting and controlled access technology for our facility located at 1502 Galveston Street, South Houston, TX 77587. This project will help to ensure First Class Transportation management to mitigate unwanted events from happening at the company facility and onboard our fleet of luxury motorcoach vehicles.

First Class Transportation welcomes proposals for this facility security improvement project. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the date and time specified above under the "PROPOSAL SUBMISSION DEADLINE."

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PROJECT SCOPE AND SPECIFICATIONS

- Please include as detailed as possible the equipment costs per unit x number required to complete and then total by line items
- Installation costs as hourly rate by total number of hours
- Installation of a motorized controlled access gate where all vehicles entering and exiting the property will have to use either security code or badge reader technology to track vehicle traffic while preventing unwanted incidents from happening at the facility.
- Installation of lighting on perimeter of building
- Installation of security cameras on perimeter of building
- All required operating system software if applicable
- All required training for authorized personnel to operate security improvements

SCHEDULED TIMELINE

The following timeline has been established to ensure that First Class Transportation project objective is achieved; however, the following project timeline shall be subject to change as deemed necessary by First Class Transportation's management.

Invitation to Bid:	5/18/22
Questions Due:	5/23/22
Proposal Submission Deadline:	6/3/22
Project Implementation Timeline:	TBD

PROPOSAL BIDDING REQUIREMENTS

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by First Class Transportation no later than 5:00 PM on June 3, 2022 for consideration in the project proposal selection process.

PROPOSAL SUBMISSION REQUIREMENTS

The following is a list of information that the Bidder should include with their proposal submission:

Summary of Bidder Background

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Description of Bidder's company in terms of size, range and types of services offered and clientele.
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Texas (e.g. business license number or copy of Business Registration certificate).
- Proof of required insurance
- Evidence of experience and demonstrated success as a provider with projects and services of this scope and magnitude and are the subject of this proposal.

Equipment and/or Services

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from First Class Transportation, along with a brief explanation.
- Proposal shall include all warranties and representations of the equipment and services provided.

Pricing: Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project, including deposit and payment requirements.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Insurance Requirements:

1. Workers Compensation and Employer's Liability Insurance

This Insurance shall be maintained in force during the life of this contract by the bidder covering all employees engaged in performance of this contract in accordance with the applicable statute. Minimum Employer's Liability \$500,000.

2. General Liability Insurance

This insurance shall have limits of not less than \$1,000,000 any one person and \$2,000,000 any one accident for bodily injury and \$1,000,000 aggregate for property damage and shall be maintained in force during the life of the contract by the bidder.

3. Automobile Liability Insurance

This insurance covering bidder for claims arising from owned, hired and non-owned, vehicles with limits of not less than \$1,000,000 and one person and \$1,000,000 any one accident for bodily injury and \$1,000,000 each accident for property damage, shall be maintained in force during the life of this contract by the bidder.

Certificates of Required Insurance

The contractor shall provide Certificates of the Required Insurance as listed above along with the contract as evidence covering Comprehensive General Liability, Comprehensive Automobile Liability, and where applicable and necessary Worker's Compensation and Employer's Liability Insurance. Such coverage shall be with acceptable insurance companies operating on an admitted basis in the State of Texas and shall name First Class Transportation, as an additional insured. Said Certificates of Insurance shall state specifically that the Indemnification cited below is guaranteed by the policy. If such a statement is not included in the body of the policy, it shall be typed on the face or back of the certificate.

Indemnification

Successful bidder will indemnify and hold harmless First Class Transportation from all claims, suits, or action and damages or costs of every name and description to which First Class Transportation may be subjected or put by reason of injury to the person or property of another, or the property of First Class Transportation, including attorney's fees and costs relating to the defense of such claims, resulting from negligent acts or omissions on the part of the bidder, the bidder's agents, servants or subcontractors in the delivery of materials and supplies, or in the performance of the work under this agreement.

PROPOSAL EVALUATION AND SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline and must include all required information.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of First Class Transportation
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.
- Bidder has an active SAM.gov profile
- Bidder has not been disbarred or suspended from doing business with the federal government
- Bidder agrees to comply with federal guidelines to participate in federally funded projects as a vendor

First Class Transportation shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

FULL & OPEN COMPETITION AWARDING CONTRACTS USING FEDERAL FUNDS

The proposed facility security improvements could potentially be financed using federal funding. First Class Transportation will procure the proposed facility security improvement project following federally approved guidelines for full and open competition. The requirement addressing full and open competition can be found at 2 CFR 200.319.

First Class Transportation will take all necessary steps when possible to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms requirements can be found at 2 CFR 200.321.

The contracts used for the proposed project will contain applicable provisions described in 2 CFR § 200.327 and Appendix II Part 200 – Contract Provisions for Non-Federal Entity Contracts under Federal Awards.