

City of West Haven

Invitation to Bid # 2026-18

Security Guard Services – City Facilities

PROJECT SUMMARY

The City of West Haven is soliciting **competitive** sealed bids from qualified and licensed security service providers to fulfill the need for professional, reliable, and vigilant security officers. The selected **respondent** will be responsible for ensuring the safety and security of City **facilities**, assets, and personnel through the effective deployment of trained security personnel. The objective is to establish a comprehensive security solution that mitigates risks, **deter** threats, and fosters a secure environment conducive to the smooth operation of our organization.

The selected contractor shall furnish all personnel, uniforms, supervision, communication equipment, and materials necessary to provide reliable and professional security services that ensure the safety of City employees, residents, and property. All services must follow Federal, State, and Local law regarding providing security personnel and services.

PROJECT TIMELINE

The anticipated start date is **December 1, 2025**.

SUBMISSION INSTRUCTIONS

Pre-Bid Meeting Required	No
Pre-Bid Meeting Location	
Pre-Bid Meeting Date & Time	
Mandatory Walkthrough of Site	No
Site Location	
Site Location Date & Time	
Information Period Closing Date and Time	Day 11/13/2025 Time: 11:00 AM
Solicitation Closing Date	Day 11/20/2025 Time: 12:00 PM
Bid Opening Location	Procurement Office, 355 Main Street, 3 RD Floor, West Haven, CT 06516
Bid Location Time	12:00 PM
Advertising Location(s)	New Haven Register, City Website

Respondents are required to submit One (1) original and three (3) copies in a sealed envelope with the following information, three (3) references from current or prior clients proof of Connecticut State Police Security Service License as well as a comprehensive rate schedule and staffing plan. ***Proposals received after this time and date specified above will be rejected.*** No oral, telephonic, emailed, or faxed corrections, deletions, or additions to any response shall be accepted. The City reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Proposals which do not incorporate our requested format, including quoting items as described, will not be considered. Unless otherwise stated in the solicitation. No alternate responses will be considered unless alternate responses are specifically requested by the City. The City reserves the right to award multiple vendors under this solicitation.

A response to this solicitation does not permit the City to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure the city contract for services, supplies or equipment. The City will not award to any contractor who is not qualified under applicable Federal, State and local laws and regulations.

Questions regarding this solicitation should be emailed to Kathy Chambers. Telephone or oral questions will not be accepted. (kchambers@westhaven-ct.gov).

An Affirmative Action/Equal Opportunity Employer, Minority/Women's Business Enterprises are encouraged to apply. This contract is subject to state set-aside and contract compliance requirements. If the Affirmative Action Plan or Set Aside plan is not approved prior to the award of a construction contract, the City of West Haven will then need to retain 2% per month of the total contract value until the contractor has submitted an approved affirmative action plan to CHRO and CHRO has granted approval.

INQUIRIES FOR CLARIFICATION

The city will not respond to the Respondent(s) request(s) for oral interpretation and/or clarification of the Solicitation Specifications for any reason. The city will respond to a Respondent(s) written request(s) for interpretation and/or clarification of the Solicitation Specifications. Questions regarding this solicitation should be emailed to Kathy Chambers. Telephone or oral questions will not be accepted. (kchambers@westhaven-ct.gov). The email should include in the subject line ITB (i.e.2026-17 Security Guard Services). The body of the email should contain the question or clarification. Every interpretation made to a Respondent will be in the form of an Addendum or Question & Answer to the Solicitation Documents.

ADDENDUMS TO THIS SOLICITATION

Any Addendum(s) to this solicitation document shall become part of the solicitation. Respondents are required to check the city website for addendum(s). Each respondent shall be bound by such addenda whether received/viewed by the respondent.

SOLICITATION PROTEST

Any Solicitation protest must be submitted in writing. Respondents may file a written protest of the Solicitation results with the City's Purchasing Department. Protest must be submitted via email, kchambers@westhaven-ct.gov.

The City will acknowledge receipt of a written protest. If the Purchasing Department representative has not acknowledged receipt of the protest by the close of business on the following days, please contact Kathy at the above phone number listed.

CONTRACT TERM

The initial term of the contract will be from **execution of the contract (estimated December 01, 2025, to June 30,2026)**. The City, at its sole discretion, can award for the following fiscal years pursuant to the same terms and conditions.

1. Fiscal Year 2026-2027 (July 01, 2026, to June 30, 2027)
2. Fiscal Year 2027-2028 (July 01, 2027, to June 30, 2028)

SCOPE OF SERVICES

The selected vendor shall provide uniformed, trained, and licensed **Security Officers** and **Supervisors** to perform security and protective services for designated City facilities. Services will include but are not limited to:

- Providing on-site uniformed security coverage as scheduled by the City.
- The City shall approve all Contractor personnel prior to their assignment to the City. The City reserves the right to interview any prospective Contractor employee prior to the person being assigned to City assignment. The City additionally reserves the right to relieve any Contractor employee from a duty assignment, and/or bar the employee from further service under this solicitation.
- Enforcing access control to City property and maintaining logs of visitors.
- Performing building patrols and securing entrances/exits.
- Monitoring for safety hazards, vandalism, or unauthorized activity.
- Notifying City personnel and emergency services of incidents as appropriate.
- Completing and submitting written incident reports as required.
- Providing security presence for special events or emergency activations (such as warming centers).
- Uninterrupted services under all conditions, to include, but not limited to the threat or the of a strike, adverse weather conditions, a disaster, or emergency situations, at the agreed upon hourly contractual rate.
- Rules and Regulations Manual for Security Officers, and one (1) copy provided to the City's Mayors Office or designee.
- Designate the Project Manager to work with the City's Mayors Office or designee to review and/or develop Officer Post Orders for all locations where Security Officers will be utilized with the City of West Haven.

Minimum Requirements:

- Vendor must hold an active Connecticut State Police Division Security Service License.
- All security personnel assigned must have undergone criminal background checks and be trained by state standards.
- Officers must wear professional uniforms and carry appropriate identification.
- The selected respondents shall ensure reliable coverage at all times and provide replacements for absentee personnel within one (1) hour of notification.
- All guard personnel must have the ability to maintain professional conduct and confidentiality.

METHOD OF SELECTION

This solicitation shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, in addition to price, the city shall consider The ability, capacity and skill of the bidder, The quality, availability and adaptability of the supplies or contractual services to the particular use required, Whether the bidder can perform the contract or provide the service promptly or within the time specified without delay or interference, and the character, integrity, reputation, judgment, experience and efficiency of the bidder

COMMENCEMENT OF WORK-NO PURCHASE ORDER NO PAY

The City will not be responsible for payment of any work services performed or material(s) supplied by the successful respondent; before the Contractor receives a fully executed agreement and purchase order. Unless an emergency has been declared by the Mayor or Finance Director, who is duly empowered to do so, and the vendor receives written authorization from this individual to proceed. Note: Responsibility for payment shall be limited to only that work deemed necessary by the City to alleviate the immediate emergency.

The respondent(s) awarded shall not begin any work until:

1. An executed contract is signed by the City and the awarded respondent(s)
 - a. In executing the Agreement, the Awardee will be required to reaffirm and restate all representations made in its solicitation submission.
 - b. The failure of the Awardee to execute such Agreement, pay any taxes due, to supply the required bonds or submit the Certificate of Insurance, (10) days after the prescribed forms are presented for signature, or within such extended period as the City grants based upon reasons determined sufficient by the City, shall constitute a default and the City reserves the right to any remedies available at law or in equity including pursuit of solicitation bond. The City may either award the Contract to the next responsible respondent or re-advertise the solicitation.
 - c. Once a contract is executed the City department responsible for requesting the work will issue Notice to Proceed.
2. A Purchase order is issued for the work
 - a. The PO Number must be listed on all invoices associated with the project.

BID PREFERENCE FOR LOCAL VENDORS

Does the bid preference for local vendors apply to this solicitation?

Yes

For the purpose of this section, "city-based business" shall mean a business with a principal place of business located within the City of West Haven. A business shall not be considered a "city-based business" unless evidence satisfactory with the purchasing agent has been submitted with each bid submitted by said business to establish that said business has a bona fide principal place of business in West Haven.

Such evidence may include evidence of ownership of or a long-term lease of the real estate from which the principal place of business is operated or payment of property taxes on the personal property of the business to be used in the performance of the solicitation.

To be considered a City Based Business you must submit satisfactory proof to the Purchasing Agent of your current City of West Haven address. Some examples of proof include are, but not limited to:

1. Proof of payment of City of West Haven Real Estate tax bill(s)
2. A current, long-term lease in the City of West Haven
3. Proof of payment of City of West Haven Personal Property tax bill(s)

The Local Preference ordinance can be found in Section 42-8 [Award of Contract], B2 “Bid preference for local vendors.”. Please review for further details.

CHRO LANGUAGE

Does CHRO guidelines apply to this project?

No

For contracts valued at over \$150,000, state law requires the contractor, general contractor, or construction manager at risk to set a goal of twenty-five per cent (25%) of the state-funded portion of the contract for award to eligible subcontractors holding the current small business enterprise (SBE) certification from the DAS under the provisions of C.G.S. 4a-60g. Of the portion of contracts set aside for SBE’s, a goal of twenty-five percent (25%) (or 6.25% of the value of the entire contract funded by the state) must be set aside for awards to eligible contractors holding current minority business enterprise certification (i.e.: DAS certified

Minority (“MBE”), Women (“WBE”) and/or Disabled (“DisBE”) owned businesses). The contractor, general contractor, construction manager at risk must make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such projects.

An Affirmative Action Plan or Set Aside plan must be filed within 30 days following the intent to award notice and must be approved by the CHRO prior to the award of the construction contract. (Note: Please contact the Contract Compliance Unit at 860-541-4709 to determine which plan is required)

PREVAILING WAGES

Does the prevailing wage apply to this project?

No

This project is subject to the provisions of **Connecticut General Statutes §31-53** regarding the payment of **prevailing wages** for public works projects. Contractors shall pay wages and benefits not less than those established by the **Connecticut Department of Labor (DOL)** for each applicable trade and classification.

The **current wage determination schedule** for this project is available on the DOL website and shall be included as part of this bid package. Certified payrolls must be submitted weekly to the City of West Haven for review and compliance monitoring. Failure to comply with prevailing wage requirements may result in withholding payments, termination of contract, or other penalties as provided by law.

BID BOND

Is a bid bond required for this project?

No

1. If marked yes, 5.00% Bid Bond for projects exceeding is due at time of bid submission

PERFORMANCE BOND

Is a performance bond required for this project?

No

1. If marked yes, 100% Performance Bond is required. The selected respondent will furnish the City with this bond within 5 days of being awarded the contract.

LABOR AND MATERIAL BOND

Is labor and material bond required for this project?

No

The successful bidder shall furnish both a **Performance Bond** and a **Labor and Material Payment Bond**, each in an amount equal to 100% of the total contract value. Bonds shall be issued by a surety licensed in the State of Connecticut and listed on the U.S. Treasury Circular 570. The bonds shall be delivered to the City within ten (10) business days of the Notice of Award and prior to contract execution.

FEDERAL FUNDING REQUIREMENTS.

Is this project using or may possibly use federal funding?

No

If marked yes, the respondent will need to have a Unique Entity Identifier (UEI) on file, active, for public view at the time of award. For a municipal project funded by the federal government, the UEI is a mandatory identifier for any entity doing business with the federal government, including contractors. The UEI is obtained through the System for Award Management (SAM.gov) and is used to uniquely identify entities for awards, grants, and other forms of federal financial assistance, making it essential for eligibility and participation

INSURANCE REQUIREMENTS

Prior to the commencement of the work, and as a condition of site access, the Respondent (referred to hereinafter as the “Contractor”) shall deliver to the City of West Haven (referred to hereinafter as the “Owner”) a valid and currently dated Certificate of Insurance (COI).

The insurance coverage carried by the Contractor must be placed with and written by an insurance company admitted doing business in the State of Connecticut, and with a rating of A- or better by A.M. Best.

The insurance coverage’s carried by the Contractor (shown below) shall apply regardless of whether the operations, actions, derelictions or failures to act, from which any claim arises, are attributable to the Contractor, a subcontractor, a sub-subcontractor, or any consultant, officer, agent, employee or anyone directly or indirectly employed by any of them, including anyone for whose acts any of the aforementioned may be liable by operation of statute, government regulation or applicable state law. Failure of Contractor to provide a Certificate of Insurance shall in no way limit or relieve Contractor of its duties and responsibilities in this Agreement. At a minimum, the COI shall indicate that the following coverages and limits are in place:

1. Commercial General Liability: Minimum Limits Required

Insurance Amount	Liability Category
\$3,000,000	General Aggregate
\$2,000,000	Producers/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Umbrella Liability
\$5,000	Medical Expense – Any One Person

- a. The Owner (The City of West Haven and all its elected or appointed directors, officers, officials, agents, employees and members of all its boards and commissions) and the State of CT, will be included as an Additional Insured onto the CGL policy carried by the Contractor. The Additional Insured coverage afforded to the Owner shall apply on a primary and non-contributory basis and include completed operations coverage.
 - b. The CGL policy carried by the Contractor shall contain a Waiver of Subrogation clause and the Contractor hereby agrees to waive the Contractor’s right of recovery against the Owner (the City of West Haven (and all its elected or appointed directors, officers, officials, agents, employees and members of all its boards and commissions)).
2. Business Auto / Commercial Auto Insurance – Minimum Limits required
- a. \$1,000,000 Liability

- b. The Owner (The City of West Haven and all its elected or appointed directors, officers, officials, agents, employees and members of all its boards and commissions) will be included as an Additional Insured onto the Commercial Auto/ Business Auto policy carried by the Contractor.
 - c. The Business Auto / Commercial Auto policy carried by the Contractor shall contain a Waiver of Subrogation clause and the Contractor hereby agrees to waive the Contractor's right of recovery against the Owner (the City of West Haven, and all its elected or appointed directors, officers, employees and members of all its boards and commissions).
- 3. Workers Compensation/Employers Liability Insurance
 - a. Coverages and limits as required by law Connecticut State law
 - b. Employers Liability Limits:
 - c. 500,000 each accident
 - d. 500,000 aggregates for injury by disease
 - e. 500,000 each employee for injury by disease
 - f. The Workers Compensation/Employers Liability policy carried by the Contractor shall contain a Waiver of Subrogation clause and the Contractor hereby agrees to waive the Contractor's right of recovery against the Owner (the City of West Haven and all its elected or appointed directors, officers, officials, agents, employees and members of all its boards and commissions).
- 4. Umbrella Liability/Excess Liability: Minimum Limits required:
 - a. 5,000,000 Each Occurrence
 - b. 5,000,000 General Aggregate
 - c. Policy will provide excess coverage over the Commercial General Liability, Business Auto and Workers Compensation/Employer Liability policies carried by the organization
 - d. The Umbrella / Excess Liability policy carried by the Contractor shall contain a Waiver of Subrogation clause and the Contractor hereby agrees to waive the Contractor's right of recovery against the Owner (the City of West Haven and all its elected or appointed directors, officers, officials, agents, employees and members of all its boards and commissions).
- 5. It is the responsibility of the respondent awarded, to maintain insurance during the duration of the project. The vendor must submit the renewed insurance on a yearly basis (prior to expiration date)

The **City of West Haven and the State of Connecticut** shall be listed as **Additional Insureds** on all applicable policies.

Certificates must include a **Waiver of Subrogation** in favor of the City and must be maintained throughout the term of the contract.

GUARANTEE & WARRANTY

All parts and labor related to contracts must be guaranteed and include a 12-month warranty from the date of acceptance by the City. If any work is unable to be guaranteed, the contractor must inform the City, in writing, prior to the delivery of an item or any work being performed. Non-guaranteed work must be offered at a discount rate on the proposal prices. Inspection, testing and final determination of non-warranty work shall be performed at no cost to the City.

NO LIMITATION ON LIABILITY

With regard to any/all claims made against the Additional Insured by any employee of the Contractor, any subcontractor or anyone directly or indirectly employed by the Contractor or any subcontractor, or anyone for whose acts the Contractor or any subcontractor might be liable, the indemnification obligation shall not be limited by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under Workers Compensation acts, disability benefits acts or other employee benefit acts.

INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the Owner, and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions, as well as the State of Connecticut, from and against any/all claims, actions, damages, losses and expenses, including but not limited to attorney's fees, for any actual or alleged injury to any person or persons, including death, or any damage to or destruction of property, arising out of or in connection with the project.

OTHER TERMS AND CONDITIONS

1. Respondents are responsible for all the costs incurred in preparing their submissions.
2. The city will make all interpretations and supplementary instructions, in the form of an addendum posted on the city website.
3. Within three (3) days of the published date for a bid opening, the City will not issue any solicitation addendums, except if it needs to extend the date of the bid opening.
4. Respondents must complete and sign all bid forms in their entirety (including signature and notarization) by an authorized person.
5. All bid forms must be filled out in ink, or be typewritten, and signed.
6. Please also note that, if the City decides to award this ITB to a particular respondent, the City will require that respondent to follow relevant standard contract documents.
7. The City may reject a bid if the Bidder's historical performance, in the City's sole opinion, has been unsatisfactory in any manner, or if the Bidder has disregarded, habitually or otherwise, its obligations to subcontractors, suppliers, or employees.
8. The city will maintain all records of this ITB selection process as required by state and local law and make them available if and as requested.
9. The City of West Haven will withhold a five percent (5%) retainage fee from the contracted amount until work is completed, and all necessary documents have been submitted to the City of West Haven for the project closeout.

CITY OF WEST HAVEN
ITB# 2026-18
Security Guard Services – City Facilities
BID FORM

TOTAL BID PRICE (<i>Based on Excel Workbook</i>):	\$0.00
COMPANY NAME	
ADDRESS	
CONTACT PERSON	
CONTACT EMAIL	
SIGNATURE	
DATE	

ATTACHMENTS TO THIS SOLICITATION

1. City Disclosure form
2. City Vendor Form
3. Blank W9
4. Excel Pricing Sheet