

REQUEST FOR QUOTE

for
Rock the Locks Private Security Services



Dave Stockdale
City Manager

City of Umatilla

Date: 6/1/2023

RFQ NAME: Rock the Locks Private Security Services

ISSUING AGENCY: City of Umatilla
700 6th St.
Umatilla, OR 97882

The City of Umatilla is seeking quotes from qualified vendors to provide private security services for the Rock the Locks Music Festival to be held at the Big River Golf Course in Umatilla, OR on October 6-8, 2023. On-Site Security Services are needed from October 4-9, 2023, at various levels, and pre-event planning finalization consultation services are needed during the months of July-Sept.

1. RFQ SCHEDULE

Issue Request for Quote (RFQ)	6/1/2023
Pre-Quote Question Period	6/1/2023 - 6/16/2023
Deadline for Receipt of Quotes	6/22/2023 at 1:00 p.m.
Evaluation of Quotes	6/22/2023 - 6/26/2023
Name Apparent Successful Vendor	6/26/2023

Upon release of this RFQ, all responding Vendors' communications must be directed to both RFQ Coordinators' email addresses below or by phone to the appropriate contact:

David Stockdale, City Manager / (541) 922-3226 / david@umatilla-city.org
Darla Huxel, Chief of Police / (541) 922-3789 / huxel@umatilla-city.org

2. PRE-QUOTE QUESTION PERIOD

Respondents who wish to submit a quote are invited to forward any questions about the Scope of Work to the RFQ Coordinators. Questions will be accepted through Thursday, June 22, 2023, until 1:00 p.m. Respondents are requested to submit their questions to the RFQ Coordinators in writing via email whenever possible. Questions may be received by phone but may not be readily available to be answered.

3. CONTRACT PERIOD AND PAYMENT TERMS

The contract term will conclude at project completion. The start date will be determined during contract negotiation but is anticipated to begin on or around July 5, 2023, for initial consultation, with event security services to occur October 4-10, 2023 (*see Scope of Work*). The quoted price provided will be valid for a 15-day period. Once an agreement has been executed, the City of Umatilla may cancel this agreement with 15 days written notice. The contractor may not terminate the agreement unless by mutual consent.

The City will make an up-front initial deposit of 25% of the finalized negotiated price, paid within 30 days of a finalized/executed agreement, with the remainder of the payment due to be paid no later than November 9, 2023.

4. ADDITIONAL SERVICES

Written approval must be obtained from the City of Umatilla prior to performing any additional services not included in this RFQ.

5. PROJECT LOCATION

Big River Golf Course (Rock the Locks)
83606 Bud Draper Road
Umatilla, OR 97882

6. REFERENCES

Quote submitted will include at least three (3) commercial references for comparable work/projects. The last page of this RFQ has the reference form that is to be returned with your quote.

7. APPARENT SUCCESSFUL VENDOR

An Evaluation Committee will select the Apparent Successful Vendor who most closely meets the requirements of this RFQ. Quotes received will be evaluated on the basis of price, schedule, quality of previous work, references, and how closely the needs of the RFQ are reflected in the quote. After successful contract negotiations have been completed, the Apparent Successful Vendor will be awarded a contract to provide Private Security Services for the Rock the Locks Music Festival for the City of Umatilla.

The Contract will incorporate all requirements, terms, and conditions of this RFQ and the Apparent Successful Vendor’s proposal as negotiated. If the City of Umatilla fails to negotiate a contract with the Apparent Successful Vendor, the City of Umatilla reserves the right to negotiate a contract with the next most qualified Vendor. The award of a contract pursuant to this RFQ is expressly conditional upon the execution of a contract document deemed acceptable by the City of Umatilla.

All proposals are considered confidential in nature. However, upon submission of a Public Records Request Form, in accordance with Oregon’s Public Records Request laws and the City of Umatilla’s policies, they will be made available.

8. SCOPE OF WORK

The City of Umatilla seeks proposals from qualified professional private security providers and consultants to provide unarmed concert/festival event security services for the Rock the Locks Music Festival. The event requires experienced security officers to provide us with those services that will help ensure consistency in safety at that event. These services include but are not limited to the security of some staff and VIPs, protection of property, security and protection of event stages, access point protection and surveillance, bag inspections, metal detecting wand, and other services consistent with concert/festival security. Additionally, the 90 days prior to the event will require coordination and collaboration with the Umatilla Police Department to finalize those sections of the Rock the Locks Event Action Plan associated with security (i.e., threat assessment, law enforcement collaboration, EMS, Security/Crowd Management, Evacuation Procedures, Credentials, and Ticketing Access, etc.). These consulting/collaboration efforts are estimated to require approximately 40 hours of work and can be done either in-person, remotely, or a combination thereof. We require

property protection security services during the hours of 4:00 p.m. to 7:00 a.m. October 4-5, 2023, and 24-hour property protection and event security services beginning October 6-8, 2023. Though finalization will occur during the 90-day consulting/collaboration period (7/5/23 - 10/5/23), we estimate that during the event (October 6-8, 2023), personnel numbers will be needed in the following ranges during each time:

Time	Wed 10/4	Thurs 10/5	Fri 10/6	Sat 10/7	Sun 10/8	Mon 10/9
0700 - 0830	n/a	n/a	Low	Low	Low	Low
0830 - 1000	n/a	n/a	Low	Low	Low	Low
1000 - 1500	n/a	n/a	Moderate	Moderate	Moderate	n/a
1500-1600	n/a	n/a	Moderate	High	Moderate	n/a
1600 - 1730	Property Protection - Low	Property Protection - Low	High	High	High	n/a
1730-0000			Very High	Very High	Very High	n/a
0000 - 0130			Moderate	Moderate	Moderate	n/a
0130 - 0700			Low	Low	Low	n/a

The Contractor will be responsible for providing their own communication and any other required technology necessary to provide the requested security services successfully and must provide no fewer than six (6) communication devices to appropriate City staff and/or law enforcement.

The City will provide to contractor: a designated area for mobilization, general areas for personnel to take their breaks, access to light refreshments while on shift or during breaks, direct access to event leadership, including law enforcement leadership, from the contractor's supervisors and other items mutually agreed upon during negotiation.

*All References may be provided on a separate sheet for each reference if preferred.

VENDOR NAME:	
LIST OF REFERENCES:	
The following are the names, addresses, telephone numbers, and email addresses of the three (3) references for which BIDDER has performed similar work within the past five years.	
1).	
Company & Address:	
Name of Contact:	Phone number:
Type of work provided:	Email address:
Website URL:	
2).	
Company & Address:	
Name of Contact:	Phone number:
Type of work provided:	Email address:
Website URL:	
3).	
Company & Address:	
Name of Contact:	Phone number:
Type of work provided:	Email address:
Website URL:	