

RESOLUTION NO. 11-169

**A RESOLUTION AUTHORIZING THE CITY OF PORT
ARTHUR SECTION 4A ECONOMIC DEVELOPMENT
CORPORATION TO SOLICIT COMPETITIVE SEALED
BIDS FOR SECURITY SERVICES AT THE SPUR 93
BUSINESS PARK**

WHEREAS, the City of Port Arthur Section 4A Economic Development Corporation (the "PAEDC") desires to provide security services at the Spur 93 Business Park at 9555 West Port Arthur Road; and

WHEREAS, several businesses within the Business Park have reported repeated thefts and burglaries at their facilities; and

WHEREAS, the PAEDC Board of Directors at their March 7, 2011 regular Board meeting, instructed staff to prepare specifications for competitive sealed bids for security services, described more fully in **Exhibit "A"**.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF PORT ARTHUR:**

Section 1. The facts and opinions in the preamble are true and correct.

Section 2. The PAEDC is authorized to work with the City's Purchasing Division to solicit competitive sealed bids for security services at the Spur 93 Business Park located at 9555 W. Port Arthur Rd. according to the specifications attached as **Exhibit "A"**.

Section 3. That the business owners have agreed to provide written authorization to allow the security service to enter their property.

Section 4. That a copy of the caption of this Resolution be spread upon the Minutes of the City Council.


READ, ADOPTED AND APPROVED on this 3rd day of May A.D., 2011,

at a Meeting of the City Council of the City of Port Arthur, Texas, by the following vote:


AYES:

Mayor Lrs Lem Albright;
Councilmembers Chatman, Segler, Hood, Beaul,
Williamson, Wise and Henderson.

NOES: None.


Deloris "Bobbie" Prince, Mayor (on behalf of)

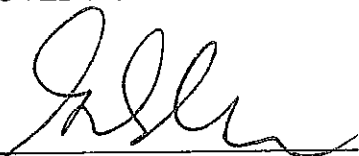
ATTEST:


Sherri Bellard, Acting City Secretary

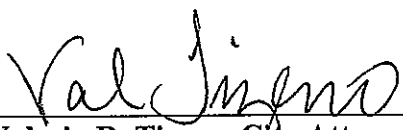
APPROVED:


Floyd Batiste, PAEDC CEO

APPROVED AS TO FORM:


Guy N. Goodson, PAEDC Attorney

APPROVED AS TO FORM:



Valecia R. Tizen, City Attorney

Exhibit “A”

PORT ARTHUR ECONOMIC DEVELOPMENT BUSINESS PARK
9555 WEST PORT ARTHUR ROAD, PORT ARTHUR TEXAS 77642
SPECIFICATIONS FOR SECURITY GUARD SERVICES

It is the intent of these specifications to describe services for Security. Successful bidder shall be responsible for securing, monitoring, and safeguarding the City of Port Arthur Economic Development Business Park facilities and equipment at the named locations. It is neither the purpose nor the intent to alienate any prospective bidder within the following descriptions:

Workdays and Hourly Schedule

A. Weekdays/Weekends

Central Standard Time

Weekdays:	6:00 p.m. to 6:00 a.m.	(12 hours)
Saturdays:	24 hours per day	(24 hours)
Sundays:	24 hours per day	(24 hours)

B. Holidays for twenty-four (24) hour-per day period.

1. New Year's Day
2. Martin Luther King Day
3. Good Friday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving Day
8. Day after Thanksgiving
9. Christmas
10. Floating Holiday (to be announced)

Information Source

Successful Bidder's contact and information source shall be the Chief Executive Officer of the Port Arthur Economic Development Corporation, or his designee.

Responsibilities

- A. Maintain security of Port Arthur Economic Development Business Park, to include all buildings, parking areas, storage areas and grounds.
- B. Keep a written record of all private vehicles that access any properties within the Business Park who refuses to give the following information.

1. Name of driver of vehicle
2. Type of vehicle
3. Time of arrival and departure
4. Vehicle ID number or license plate number
5. Number of occupants in vehicle
6. Stated nature of business on premises

C. Punch time clock every 1-1/2 hours at specified locations. (Clocks to be supplied by Contractor)

D. Maintain records of and report the following types of incidents:

1. Fire or other imminent hazards, and report same to Fire Department or Police Department as situation warrants.
2. Security lights out or damaged, and submit exact location on reports.
3. Unlocked doors or signs of forced entry, and indicate location and time noticed on reports. Contact the Police Department if any break-ins or other illegal activity is suspected in any area being secured.

4. Any property damages such as:

- a. Equipment
- b. Buildings
- c. Fencing
- d. Plumbing
- e. Electrical
- f. Windows, etc.

Indicate location and time noticed on reports.

5. Storm Damages.

6. Other incidents that, in the opinion of the security guard, warrant reporting and documenting. Security guard shall also immediately contact the Chief Executive Officer of the Economic Development Corporation, or his designee, and advise of any adverse situations, circumstances, conditions, etc. that exists or have occurred.

E. SUBMIT WITH BID THREE (3) REFERENCES INDICATING NAME OF COMPANY CONTACT PERSON, ADDRESS AND TELEPHONE

NUMBER.

Supervision

Contractor shall supervise its employees to such a degree to ensure that they are performing the required services in accordance with these specifications and are not derelict in their duties. The City of Port Arthur Economic Development Corporation will, from time to time, make spot checks of the service being provided and will report any deficiencies to the Contractor. Repeated failure to live up to all terms and conditions set out herein may result in termination of the contract.

Insurance

Contractor must comply with the City's insurance requirements and must be approved by Owner before contract commences.

Terms of Contract

This Contract will terminate approximately one (1) year from date of execution with the option to renew for two (2) additional one (1) year periods.

Compliance with Laws

The Contractor shall comply with applicable laws, ordinances, rules, orders, regulations and codes of federal, state and local governments relating to performance of work herein at no additional expense to City during the term of this contract.

Termination of Contract

Contract will be terminated within fifteen (15) days notice if contract is not fulfilled as specified in a timely and proper manner.

Personnel

A. The Contractor will secure at his own expense all personnel required in performing the work under this Contract. Such personnel shall not be employees of or have any contractual relationship with the City.

B. All personnel engaged in the work shall be physically and mentally qualified for the type of service to be provided, be of good character, and shall be authorized or permitted under state and local law to perform such services.

C. None of the work covered by this Contract shall be subcontracted without the prior written approval of the Board of Directors of the City Economic Development Corporation.

Licensing

The Contractor shall be properly licensed to perform the type of services requested herein.

CITY OF PORT ARTHUR, TEXAS

BID SHEET

BID FOR: Guard Services at the Port Arthur Economic Development Business Park

BID OPENING DATE: May, 2011

DESCRIPTION	MONTHLY COST	YEARLY
COST		
1ST YEAR	\$ _____	\$ _____
2ND YEAR	\$ _____	\$ _____
3RD YEAR	\$ _____	\$ _____
	TOTAL	\$ _____

Receipt of addenda is acknowledged:

No. 1 Dated _____ Received _____

COMPANY NAME

STREET ADDRESS

SIGNATURE OF BIDDER

P.O. BOX

(PRINT OR TYPE NAME)

CITY/STATE/ZIP

TITLE

AREA CODE

TELEPHONE NO.

EMAIL

AREA CODE

FAX NO.

City of Port Arthur

Yolanda Scypion-Goudeaux

Purchasing Assistant

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Port Arthur, Texas 77640

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