

RESOLUTION NO. 25-268

A RESOLUTION APPROVING THE AWARD OF A BID AND ENTERING INTO AN AGREEMENT BY PORT ARTHUR ECONOMIC DEVELOPMENT CORPORATION TO S&S INVESTIGATIONS & SECURITY, INC. OF GROVES, TEXAS FOR SECURITY GUARD SERVICES TO SERVE THE SPUR 93 BUSINESS PARK AND GUARD SERVICES FOR THE PAEDC BOARD MEETINGS IN THE ANNUAL NOT TO EXCEED AMOUNT OF \$126,659.00. FUND \$125,174.00 AVAILABLE IN EDC ACCOUNT NO. 120-80-625-5479-00-00-000 (BUSINESS PARK DEVELOPMENT) AND \$1,485.00 IN EDC ACCOUNT NO. 120-80-625-5420-00-00-000 (PROFESSIONAL SERVICES)

WHEREAS, on March 22 and March 29, 2025, the City of Port Arthur's Purchasing Department advertised for Guard Services to serve the Spur 93 Business Park and the PAEDC Board Meetings, which are attached hereto as Exhibit "C."

WHEREAS, the City of Port Arthur's Purchasing Department received eleven (11) sealed bids, one (1) of which was retracted by the bidder (Signal Security) and four (4) of the bids were incomplete (American Global Security, Inc., Cascadia Global Security, Inc., Gladiator Universal Security Services, and Jet Security, LLC) for consideration for security guard services to serve the Spur 93 Business Park ("Business Park") and Guard Services for the PAEDC Board Meetings; and

WHEREAS, a comprehensive review of the submitted bids was conducted, leading to the determination that the lowest and most advantageous bid was presented by S&S Investigations & Security, Inc. of Groves, Texas ("S&S") at a rate of \$20.50 per hour (\$112,914.00.00 annually) for standard security guard services at the Spur 93 Business Park. Additionally, holiday pay is offered at a rate of \$30.25 per hour (\$7,260.00 annually) for these services. Furthermore, the cost for Guard Services provided for the PAEDC Board Meeting is \$16.50 per hour (\$1,485.00 annually).

WHEREAS, at their regular Board meeting on June 2, 2025, the Port Arthur Economic Development Corporation ("PAEDC") Board of Directors approved the award of a bid and entering into an agreement for security guard services patrolling with a vehicle to serve the

Business Park, as well as guard services at the PAEDC Board Meetings, to S&S for an amount not to exceed \$126,659.00 annually, as denoted on Bid Tabulation attached hereto as Exhibit "A"; and

WHEREAS, S&S will adhere to the specifications contained in the Security Guard Services Agreement (the "Agreement") attached hereto as Exhibit "B"; and

WHEREAS, the Agreement is for one (1) year from the date of execution with the option to renew for two (2) additional 1-year periods as stated in the terms of the Agreement; and

WHEREAS, the City Council of the City of Port Arthur hereby recommends that the PAEDC award the bid and enter into an agreement for security guard services with S&S on the basis of their bid amount and previous satisfactory services.

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

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

Section 2. That the City Council authorizes PAEDC to award a bid to S&S Investigations & Security, Inc. of Groves, Texas, for security guard services patrolling with a vehicle to serve the PAEDC Spur 93 Business Park and security guard services for the PAEDC Board Meetings in an amount not to exceed \$126,659.00 annually as denoted in Exhibit "A".

Section 3. That PAEDC is authorized to enter into an Agreement with S&S Investigations & Security, Inc. of Groves, Texas for security guard services patrolling with a vehicle to serve the PAEDC Spur 93 Business Park and security guard services for the PAEDC Board Meetings in the annual not to exceed amount of \$126,659.00, in substantially the same form attached hereto as Exhibit "B".

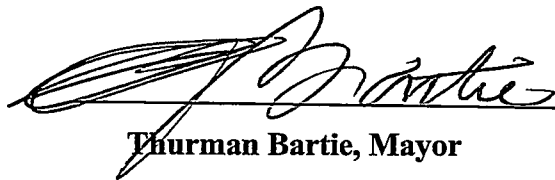
Section 4. That a copy of the caption of this Resolution be spread upon the minutes of the City Council.

READ, ADOPTED AND APPROVED on this 17th day of June A.D., 2025,
at a Meeting of the City Council of the City of Port Arthur, Texas, by the following vote: AYES:

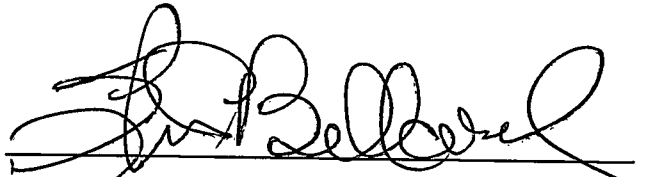
Mayor Bartie

Councilmembers Mr PT Duce, Lewis, Beckman,
Kenlaw, Frank, Hamilton-Everfield,

NOES: None


Thurman Bartie, Mayor

ATTEST:


Sherri Bellard, City Secretary

APPROVED:



Terry Stokes, PAEDC Chief Executive Officer

APPROVED AS TO FORM:

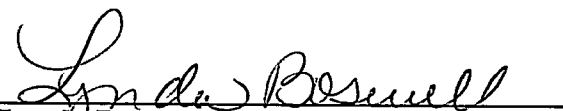

Stanley Springerley, PAEDC Attorney

APPROVED AS TO FORM:

A handwritten signature in black ink, appearing to read 'Roxann Pais Cotroneo', written over a horizontal line.

Roxann Pais Cotroneo, City Attorney

APPROVED AS TO AVAILABILITY OF FUNDS:

A handwritten signature in black ink, appearing to read 'Lynda Boswell', written over a horizontal line.

Lynda Boswell, Finance Director

CITY OF PORT ARTHUR TEXAS

Bid Tabulation

Guard Services for EDC Business Park

Bid Opening Date: April 16, 2025

Location: 5th Floor Council Chambers

P25-038

Item #	Description	Name of Bidders				S & S Investigations & Security, Inc
		Stat Group	Cost Per Hour Business Park	Cost Per Hour EDC Meeting	Cost Per Hour Business Park	Cost Per Hour EDC Meeting
1	Security Guard Services Patrolling Business Park with a vehicle unarmed	✓	\$ 29.04	N/A	\$ 28.00	\$ 20.50
2	Holiday pay unarmed		\$ 38.08	N/A	\$ 42.00	\$ 30.25
3	Security guard services patrolling business park with a vehicle armed		\$ 33.06	N/A	\$ 40.19	\$ 29.50
4	Holiday Pay Armed		\$ 44.12	N/A	\$ 60.08	\$ 44.25
5	Security Guard Services EDC Meeting		N/A	\$ 29.04	\$ 28.00	N/A
6	Holiday pay EDC Meeting		N/A	\$ 38.08	\$ 42.00	\$ 24.75
Addendums		Yes				
Location		Houston, TX		Beaumont, TX		Groves, TX

TEXAS

CITY OF PORT ARTHUR TEXAS

Bid Tabulation

Guard Services for EDC Business Park

Bid Opening Date: April 16, 2025

Location: 5th Floor Council Chambers

P25-038

Item #	Description	Name of Bidders					
		Baker Security Solutions LLC	Cascadia Global Security, Inc	Patriot Security EOC			
1	Security Guard Services Patrolling Business Park with a vehicle unarmed	Cost Per Hour Business Park \$ 25.00	Cost Per Hour Business Park \$ 26.98	Cost Per Hour EDC Meeting N/A	Cost Per Hour Business Park \$ 38.29	Cost Per Hour EDC Meeting \$ 26.85	
2	Holiday pay unarmed	\$ 25.00	\$ 38.56	N/A	\$ 57.44	\$ 40.28	
3	Security guard services patrolling business park with a vehicle armed	\$ 25.00	N/A	N/A	\$ 48.16	\$ 29.65	
4	Holiday Pay Armed	\$ 25.00	N/A	N/A	\$ 72.24	\$ 44.48	
5	Security Guard Services EDC Meeting	\$ 25.00	N/A	N/A	\$ 38.29	N/A	
6	Holiday pay EDC Meeting	\$ 25.00	N/A	N/A	\$ 57.44	N/A	
Addendums		Yes	No		Yes		
Location		Humble, TX	San Antonio, TX		Nederland, TX		

CITY OF PORT ARTHUR TEXAS

Bid Tabulation

Guard Services for EDC Business Park

Bid Opening Date: April 16, 2025

Location: 5th Floor Council Chambers

P25-038

Item #	Description	Name of Bidders				Cost Per Hour Business Park	Cost Per Hour EDC Meeting
		American Global Security, Inc.	City of Signal Security	City of Signal Security	Gladiator Universal Security Services		
1	Security Guard Services Patrolling Business Park with a vehicle unarmed	\$ 37.99	N/A	\$ 21.00	\$ 21.00	\$ 35.00	N/A
2	Holiday pay unarmed	\$ 56.99	N/A	\$ 21.00	\$ 21.00	\$ 52.50	N/A
3	Security guard services patrolling business/park with a vehicle armed	N/A	N/A	\$ 21.00	\$ 21.00	N/A	N/A
4	Holiday Pay Armed	N/A	N/A	\$ 21.00	\$ 21.00	N/A	N/A
5	Security Guard Services EDC Meeting	N/A	N/A	\$ 21.00	\$ 21.00	N/A	N/A
6	Holiday pay EDC Meeting	N/A	N/A	\$ 21.00	\$ 21.00	N/A	N/A
Addendums		No	Yes	Yes	Yes	Yes	Yes
Location		Houston, TX	Port Arthur, TX	Port Arthur, TX	Port Arthur, TX	San Antonio, TX	San Antonio, TX

CITY OF PORT ARTHUR TEXAS

Bid Tabulation

Guard Services for EDC Business Park

Bid Opening Date: April 16, 2025

Location: 5th Floor Council Chambers

P25-038

Item #	Description	Name of Bidders			
		Arber, Inc	Jet Security, LLC		
1	Security Guard Services Patrolling Business Park with a vehicle unarmed	Cost Per Hour Business Park \$28.38	Cost Per Hour EDC Meeting N/A	Cost Per Hour Business Park \$27.50	Cost Per Hour EDC Meeting N/A
2	Holiday pay unarmed	\$35.15	N/A	\$41.25	N/A
3	Security guard services patrolling business park with a vehicle armed	\$30.12	N/A	N/A	N/A
4	Holiday Pay Armed	\$40.86	N/A	N/A	N/A
5	Security Guard Services EDC Meeting	N/A	\$28.81	N/A	N/A
6	Holiday pay EDC Meeting	N/A	\$39.84	N/A	N/A
Addendums		Yes	No		
Locations		San Antonio, TX	Houston, TX		

Clifton Williams, Purchasing Manager

Date

5/03/2025

SECURITY GUARD SERVICES

SPUR 93 BUSINESS PARK | PAEDC BOARD MEETINGS

This Security Guard Services Agreement (the "Agreement") is made this ____ day of _____, 2025, by and between the Port Arthur Economic Development Corporation (the "PAEDC"), a development corporation organized and existing under Chapters 501 and 504 Local Government Code (the "Development Act") and S & S Investigations and Security, Inc. (the "Contractor").

For and in consideration of the payment terms, conditions and agreements set forth herein, PAEDC and Contractor agree as follows:

1. The term of this Agreement shall be for one(1) year from the date stated on the Notice to Proceed, with the option to renew for two (2) additional, one (1) year periods, unless sooner terminated under the provisions hereof. The PAEDC can terminate this contract at its convenience, which includes, but is not limited to, funding not being available in any budget cycle within fifteen (15) days written notice.
2. During the term of this Contract, the CONTRACTOR will furnish at its own expense all of the materials, supplies, tools, equipment, labor and other services necessary to connection therewith, excepting those supplies specifically not required of CONTRACTOR in the Specifications set forth in the Contract Documents.
3. The CONTRACTOR agrees to perform all the work described in the Specifications of the Contract Documents and to comply with the terms therein on an hourly basis patrolling in either a vehicle or street legal golf cart as directed by PAEDC and providing guard services for PAEDC Board Meetings for the annual cost not to exceed \$126,659.00 and paid monthly after receipt of adequate itemized invoices as required in the Invitation to Bid and Contract Documents.
4. The term "Contract Documents" means and includes the following:
 - a. Agreement
 - b. Invitation to Bid
 - c. General Information
 - d. Specification for Security Guard Services
 - e. Addendum No. One (1)
 - f. Addendum No. two (2)
 - g. Bid Sheet
 - h. Notice to Proceed

PAEDC reserves the right and discretion (pursuant to public policy and Texas Constitutional principles) to determine applicable provisions where there is any conflict between this contract and any of the above-referenced contract documents/exhibits or incorporated documents.

5. This Contract may not be assigned.

6. Contractor agrees and will comply with any and all local, state or federal requirements with respect to the services rendered, including but not limited to having proper licenses for private security officers and a license for management of private security officers.

7. **No Agency Relationship & Indemnification:** It is understood and agreed that Contractor shall not in any sense be considered a partner or joint venturer with PAEDC, nor shall Contractor hold itself out as an agent or official representative of PAEDC unless expressly authorized to do so. Contractor shall be considered an independent contractor for the purpose of this agreement and shall in no manner incur any expense or liability on behalf of PAEDC other than what may be expressly allowed under this agreement.

8. IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, duplicate copies of the Contract each of which shall be deemed an original on the first above written.

Signed on the ____ day of _____, 2025.

**City of Port Arthur Section 4A
Economic Development Corporation**

PAEDC President

ATTEST:

PAEDC Secretary

Signed on the ____ day of _____, 2022.

S&S INVESTIGATIONS AND SECURITY

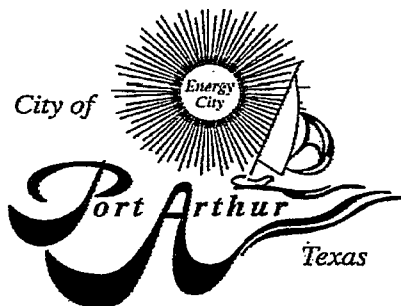
By: _____

Print Name: _____

Title: _____

THURMAN BILL BARTIE, MAYOR
DONEANE BECKCOM,
MAYOR PRO TEM

COUNCIL MEMBERS:
WILLIE BAE LEWIS, JR.
TIFFANY L. HAMILTON EVERFIELD
HAROLD L. DOUCET, SR.
THOMAS KINLAW, III
DONALD FRANK, SR.



RONALD BURTON, CPM
CITY MANAGER

SHERRI BELLARD, TRMC
CITY SECRETARY

ROXANN PAIS COTRONEO
CITY ATTORNEY

MARCH 27, 2025

INVITATION TO BID
Guard Services for EDC Business Park

DEADLINE: Sealed Bid submittals must be received and time stamped by **3:00 p.m., Central Standard Time, Wednesday, April 9, 2025.** (The clock located in the City Secretary's office will be the official time.) All bids received will be read aloud at **3:15 p.m. on Wednesday, April 9, 2025** in the City Council Chambers, City Hall, 5th Floor, Port Arthur, TX. You are invited to attend.

MARK ENVELOPE: *P25-038*

DELIVERY ADDRESS: Please submit one (1) original and one (1) copy of your bid to:

CITY OF PORT ARTHUR
CITY SECRETARY
P.O. BOX 1089
PORT ARTHUR, TEXAS 77641

or

CITY OF PORT ARTHUR
CITY SECRETARY
444 4TH STREET, 4th Floor
PORT ARTHUR, TEXAS 77640

POINTS OF CONTACT:

Questions concerning the **Invitation to Bid** or **Scope of Work** should be directed **in writing** to:

City of Port Arthur, TX
Clifton Williams, Acting Purchasing Manager
P.O. Box 1089
Port Arthur, TX 77641
clifton.williams@portarthurtx.gov

The enclosed Invitation to Bid (ITB) and accompanying General Instructions, Conditions and Specifications are for your convenience in submitting bids for the enclosed referenced services for the City of Port Arthur.

Bids must be signed by a person having authority to bind the firm in a contract. Bids shall be placed in a sealed envelope, with the Vendor's name and address in the upper left-hand corner of the envelope.

ALL BIDS MUST BE RECEIVED IN THE CITY SECRETARY'S OFFICE BEFORE OPENING DATE AND TIME. It is the sole responsibility of the firm to ensure that the sealed ITB submittal arrives at the above location by specified deadline regardless of delivery method chosen by the firm. Faxed or electronically transmitted ITB submittals will not be accepted.

Clifton Williams

Clifton Williams
Purchasing Manager

INVITATION TO BID
Guard Services for EDC Business Park

(To be Completed ONLY IF YOU DO NOT BID)

FAILURE TO RESPOND TO BID SOLICITATIONS FOR TWO (2) BID PERIODS MAY RESULT IN REMOVAL FROM THE VENDOR'S LIST. However, if you are removed you will be reinstated upon request.

In the event you desire not to submit a bid, we would appreciate your response regarding the reason(s). Your assistance in completing and returning this form in an envelope marked with the enclosed bid would be appreciated.

NO BID is submitted: ☐ this time only ☐ not this commodity/service only

	Yes	No
Does your company provide this product or services?		
Were the specifications clear?		
Were the specifications too restrictive?		
Does the City pay its bills on time?		
Do you desire to remain on the bid list for this product or service?		
Does your present work load permit additional work?		
Comments/Other Suggestions:		

Company Name:	
Person Completing Form:	Telephone:
Mailing Address:	Email:
City, State, Zip Code:	Date:

SUBMIT THE FOLLOWING FORMS

1. **BID SHEET** –PAGE 11. MAKE SURE TO FILL IN PRICE AND THE DAYS
2. **NON-COLLUSION AFFIDAVIT** – PAGE 12 (MUST BE NOTARIZED)
3. **AFFIDAVIT** – PAGE 13 (MUST BE NOTARIZED)
4. **CONFLICT OF INTEREST** - PAGES 14 & 15 (IF IT APPLIES).
5. **HOUSE BILL 89 VERIFICATION** - PAGE 16
6. **SB 252CHAPTER 2252 CERTIFICATION** - PAGE 17

**NON-MANDATORY
PRE-BID CONFERENCE**

A **Non-Mandatory** Pre-Bid Conference between Representatives of the City of Port Arthur, Texas and prospective bidders for Security Guard Services at Economic Development Business Park **will be held at 2:00 p.m., Tuesday, April 1, 2025 at the EDC Business Park Entrance located at 9555 West Port Arthur Road, Port Arthur, Texas.**

The purpose of the Non-Mandatory Pre-Bid Conference is to make certain that the scope of work is fully understood, to answer any questions, to clarify the intent of the Contract Documents, and to resolve any problems that may affect the project construction. No addendum will be issued at this meeting, but subsequent thereto, the Purchasing Manager, if necessary, will issue an addendum(s) to clarify the intent of the Contract Documents.

CITY OF PORT ARTHUR, TEXAS
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. It is neither the purpose nor the intent to alienate any prospective bidder within the following descriptions:

Workdays and Hourly Schedule:

Weekdays/Weekends

Monday - Friday: 6:00 p.m. to 6:00 a.m.

Saturdays/Sundays: 24 hours per day beginning at 6:00 a.m.

Holidays - 24 hours per day beginning at 6:00 a.m.

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 Eve
10. Christmas Day

Guard Qualifications:

1. The Contractor shall assure that all Guards meet the following qualifications. Any Guard found not meeting the following qualification requirements shall be replaced within 24 hours upon the direction of authorized agency personnel.
2. The Guard Supervisor shall possess at least three years experience as a security guard.
3. Guard Supervisors shall have been employed by the Contractor for a minimum of six months.
4. The Guard shall possess a high school/equivalency diploma or two years of full time experience as a guard.

5. The Guard shall be at least 18 years of age.
6. The Guard must be capable of performing the following functions within the context of the English language:
 - a. Reading and understanding all regulations, written orders, instructions, and material necessary to satisfactorily perform the required security functions,
 - b. Effective written communication in order to compose and maintain, for example, written reports and records that will convey complete information,
 - c. Must have Effective verbal communication to express ideas, and be understood.
 - d. Must be United States citizens or aliens properly registered with the U.S. Immigration and Naturalization Service.
 - e. The Guard shall not have been convicted of a felony or other criminal offense which in the Department's sole determination would inhibit the Guard's ability to perform his/her duties in a reliable, competent and trustworthy manner in accordance with the contract terms and conditions.
 - f. The Guard must always keep alert, observing everything in sight or hearing.
 - g. All guards must possess a valid Texas driver's license.
 - h. Must be registered with the Texas State Board of Private Investigators and Security Agency and have in their possession while on duty, an approved registration card.
 - i. Guards must possess ability to face situations firmly, fortuitously, tactfully and with respect for the right of others.
 - j. Be able to perform the essential functions of the job to include but not limited to walking, running, climbing, etc.
 - k. The approximate mileage that must be patrolled by the security officer is 7-10 miles.
 - l. Guard must know the location of fire alarm boxes, sprinkler alarms, shut-off valves if any.
 - m. All injuries, no matter how slight, must be reported.
 - n. Security officers will not accept gratuities from anyone, for any purpose.
 - o. All guards assigned to this contract shall have a valid Red Cross First Aid Certifications and CPR training certificate.

Uniform and appearance:

1. The Contractor shall supply all uniforms at its own cost and expense. All uniforms shall be matching and shall include, uniform trouser, belt, and uniform shirt with badge identifying the contractor's company, a jacket - if worn - identifying same, black shoes, polished and in good repair, and name tag.

2. The Contractor shall ensure that uniforms are maintained in a clean, well pressed and in good repair.
3. The Contractor must assure that Guards adhere to the highest grooming standards hair shall be neatly trimmed and worn away from face. Mustache and beard, if worn, shall be neatly maintained and must be unarmed.

Photo Identification:

1. The contractor shall assure that photo ID cards are issued to each guard and that each guard must wear it in full view when on duty. Each card shall contain a photo insert of the guard and contain the 1) contractor's name 2) guard's full name 3) guard's social security number or guard's identification number 4) guard's Signature.

Equipment:

1. The contractor shall provide a Cell phone to assure full communication coverage between the EDC Department and the businesses in the park.
2. The Guard will be equipped, when appropriate, with flashlight, police whistle, notebook, and pens
3. The contractor shall assume responsibility for the maintenance of the above equipment as well as the provision of chargers, batteries and back up supplies
4. The contractor shall display an approved sign or emblem indicating that the premises are being protected by them.
5. Time clocks provided must be Deggy Guard Touring Solutions or equivalent.

Responsibilities:

7. During the term of this contract the contractor shall provide management, supervision, personnel, uniforms, equipment and supplies necessary to provide guard service at the business park. The contractor's responsibility shall include but not limited to:
8. The Guard must ensure that order is maintained within and around the perimeter of each facility at all times.
9. Ensuring that at no time shall firearms, knives or any other illegal or unauthorized instruments which may be used as a weapon, be allowed on the premises by the facilities staff, security personnel or any other person, except duly authorized weapons are required in the legal performance of their duty.
10. The guard shall assure that timesheets and security log books are completed properly and in a legible manner and deliver upon request within 48 hours to security supervisor.
11. The Guard will call appropriate law Enforcement officials immediately in the event of a crisis situation.
12. The Successful contractor must provide only one employee per twelve hour shift.
13. The Guard should walk around perimeter of each building, check all exterior entries/exits of each building, report any visible broken windows, any building misuse (ex. Tagging). The guard is required

to perform a through visual audit of every angle of the gated/non-gated property within view. Once building/gate access is granted the Guard is expected to perform the building perimeter check, on foot, as well.

14. 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.
15. All work performed by employees of the contractor shall be performed with the utmost regard to safety of the individuals performing work, the tenants, the public at large and in manner not posing any risks to persons or property.

Reporting requirements:

1. The Guards shall be responsible for reporting all incidents, which include, but not limited to violations of fire and safety regulation, and criminal or unlawful act including possession of illegal substances, alcoholic beverages, weapons or instruments which pose a threat, all deaths which occur on or in the close proximity of the EDC Business Park premises, assaults, robberies and unauthorized intrusion with the intent to commit a criminal act.
2. All incidents are to be immediately reported.
3. Monthly Activity report/status report must be submitted to EDC.
4. Maintain security of Port Arthur Economic Business Park, to include all buildings, parking areas, businesses, storage areas and grounds.
5. Keep activity log book of all suspicious vehicles that access any properties within the Business Park. Activity Log should include:
 - a.) Shift (first, second, etc.)
 - b.) The date
 - c.) Guard's name
 - d.) Type of vehicle
 - e.) Time of arrival and departure of vehicle
 - f.) Vehicle ID number or license plate number
 - g.) Number of occupants in vehicle
6. Punch time clock every 1-1/2 hour to 2 hours at each business location (11 clocks to be supplied by contractor). Extra time clocks (damaged or new businesses) must be furnished by contractors with no additional cost to the City.

Maintain Incident report log book to include the following:

1. Shift (first, second, etc.)
2. The date
3. The time
4. Guard's name
5. A complete written report of incident occurrence and name of person.
6. Fire or other imminent hazards. Report same to Fire Department or Police Department as situation warrants.
7. Security lights that are out or damaged must be reported to include exact location.
8. 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.
9. Any property damages such as:
 - a.) Equipment
 - b.) Buildings
 - c.) Fencing
 - d.) Plumbing
 - e.) Electrical
 - f.) Windows, etc
 - g.) Storm Damages
10. 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.

Supervision

1. The 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 here in may result in termination of the contract.

Insurance:

1. Contractor must comply with the City's insurance requirements.

Terms of Contract:

1. 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:

1. The contractor shall comply with applicable laws, ordinances, rules, orders, regulations and codes of federal, state and local governments relating to performance of work here in at no additional expenses to City during the terms of this contract.
2. The Contractor shall adhere to the rules of The General Qualifications for License, Certificate of Registration, or Security Officer Commission and must be properly licensed and registered to perform Security Services within the State of Texas.

Vehicle:

1. A distinctive law enforcement type vehicle with identification marking and flashing lights shall be used by all security contractors.
2. The contractor must provide pricing for patrolling in a vehicle.

Personnel:

1. 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.
2. All personnel engaged in the work shall be physically and mentally qualified for 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.
3. 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.
4. All personnel assigned to the business park will be dressed in identifiable company uniform with name tag. Appearance of security officer should be neat and clean.
5. All personnel shall be unarmed and must have a cell phone.
6. All work performed by employees of the contractor shall be performed with the utmost regard for safety of the individuals performing work, the tenants, the public at large and in a manner not posing any risks to persons or property.

CITY OF PORT ARTHUR, TEXAS
BID SHEET

BID FOR: Guard Services For EDC Business Park

BID DUE DATE: April 9, 2025

<i>ITEM</i>	<i>DESCRIPTION</i>	<i>Cost per Hour</i>	<i>TOTAL COST</i>
1.	Security Guard Services Patrolling with a vehicle.	\$ _____	\$ _____
2.	Holiday Pay	\$ _____	\$ _____

COMPANY NAME

STREET ADDRESS

SIGNATURE OF BIDDER

P.O. BOX

PRINT OR TYPE NAME

CITY STATE ZIP

TITLE

AREA CODE TELEPHONE NO

EMAIL

FAX NO.

NON-COLLUSION AFFIDAVIT

CITY OF PORT ARTHUR

§
§
§

STATE OF TEXAS

By the signature below, the signatory for the bidder certifies that neither he nor the firm, corporation, partnership or institution represented by the signatory or anyone acting for the firm bidding this project has violated the antitrust laws of this State, codified at Section 15.01, *et seq.*, Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in the same line of business, nor has the signatory or anyone acting for the firm, corporation or institution submitting a bid committed any other act of collusion related to the development and submission of this bid proposal.

Signature:

Printed Name:

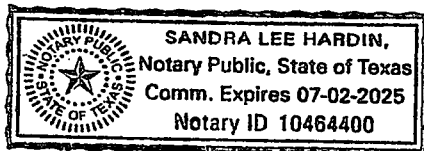
Title:

Company:

Date:

George Adams
George Adams
Business Manager
S&S Investigations & Security, Inc.
April 15, 2025

SUBSCRIBED and sworn to before me the undersigned authority by George Adams the Business Manager of, S&S Investigations & Security, Inc. on behalf of said bidder.



Sandra Lee Hardin
Notary Public in and for the
State of Texas

My commission expires: 7-2-2025

AFFIDAVIT

All pages in Offeror's Responses containing statements, letters, etc., shall be signed by a duly authorized officer of the company whose signature is binding.

The undersigned offers and agrees to one of the following:

✓ I hereby certify that I do not have outstanding debts with the City of Port Arthur. I further agree to pay succeeding debts as they become due.

_____ I hereby certify that I do have outstanding debts with the City of Port Arthur and agree to pay said debts prior to execution of this agreement. I further agree to pay succeeding debts as they become due.

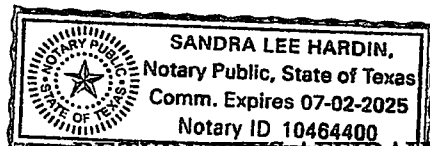
_____ I hereby certify that I do have outstanding debts with the City of Port Arthur and agree to enter into an agreement for the payment of said debts. I further agree to pay succeeding debts as they become due.

<u>S&S Investigations & Security, Inc</u> Firm Name	<u>April 15, 2025</u> Date
<u>[Signature]</u> Authorized Signature	<u>Business Manager</u> Title
<u>George Adams</u> Name (please print)	<u>409 729 5701</u> Telephone
<u>george@ssinv.net</u> Email	

STATE: Texas

COUNTY: Jefferson

SUBSCRIBED AND SWORN to before me by the above named George Adams
on this the 15th day of April, 2025.



[Signature]
Notary Public

RETURN THIS AFFIDAVIT AS PART OF THE BID PROPOSAL

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

N/A

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.008(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.008, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐

Yes

☐

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐

Yes

☐

No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

SB 252
CHAPTER 2252 CERTIFICATION

I, George Adams, the undersigned an representative

of S&S Investigations & Security, Inc.
(Company or Business Name)

being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, certify that the company named above is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153. I further certify that should the above-named company enter into a contract that is on said listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan or any Foreign Terrorist Organization, I will immediately notify the City of Port Arthur Purchasing Department.

George Adams

Name of Company Representative (Print)

[Signature]

Signature of Company Representative

April 15, 2025

Date

House Bill 89 Verification

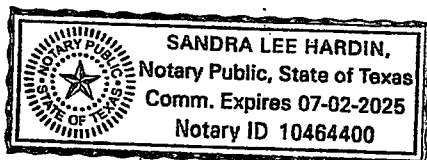
I, George Adams (Person name), the undersigned representative
(hereafter referred to as "Representative") of
S&S Investigations of Security, Inc.

(company or business name, hereafter referred to as
"Business Entity"), being an adult over the age of eighteen (18) years of age, after being duly sworn
by the undersigned notary, do hereby depose and affirm the following:

1. That Representative is authorized to execute this verification on behalf of Business Entity;
2. That Business Entity does not boycott Israel and will not boycott Israel during the term of any contract that will be entered into between Business Entity and the City of Port Arthur; and
3. That Representative understands that the term "boycott Israel" is defined by Texas Government Code Section 2270.001 to mean refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

George Adams
SIGNATURE OF REPRESENTATIVE

SUBSCRIBED AND SWORN TO BEFORE ME, the undersigned authority, on this 15th day
of APRIL, 2025.



Sandra L. Hardin
Notary Public

GENERAL INFORMATION:

NOTE: It is extremely important that the Vendor, Bidder, and/or Contractor furnish the City of Port Arthur the required information specified in Bid or Proposal Specifications listed in this Bid Package.

All bids meeting the intent of this request for bid will be considered for award. BIDDERS TAKING EXCEPTION TO THE SPECIFICATIONS, OR OFFERING SUBSTITUTIONS, SHALL STATE THESE EXCEPTIONS BY ATTACHMENT AS PART OF THE BID. The absence of such a list shall indicate that the bidder has not taken exceptions and the City shall hold the bidder responsible to perform in strict accordance with the specifications of the invitation. The City reserves the right to accept any and all or none of the exception(s)/substitutions(s) deemed to be in the best interest of the City of Port Arthur.

ALTERING BIDS: Bids cannot be altered or amended after submission deadline. Any interlineations, alteration, or erasure made before opening time must be initialed by the signer of the bid, guaranteeing authenticity.

BID AWARD: The City of Port Arthur will review all bids for responsiveness and compliance with these specifications. The award shall be made to the responsive, responsible bidder who submits the best value bid.

The City reserves the right to:

1. Reject any and all bids and to make no award if it deems such action to be in its best interest.
2. Award bids on the lump sum or unit price basis, whichever is in the best interest of the City.
3. Reject any or all bids and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interests of the City.
4. Award bids to bidders whose principal place of business is in the City of Port Arthur and whose bid is within 5% of the lowest bid price, as provided by Section 271.905 of the Texas Government Code.

TERMINOLOGY: "Bid" vs. "Proposal"--For the purpose of this ITB, the terms "Bid" and Proposal" shall be equivalent.

Bidders are cautioned to read the information contained in this ITB carefully and to submit a complete response to all requirements and questions as directed.

CONFLICT OF INTEREST: No public official shall have interest in this contract, in accordance with Vernon's Texas Code Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

ETHICS: The bidder shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the City of Port Arthur.

MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE BIDDERS: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following requirements:

1. Be able to comply with the required or proposed delivery schedule.
2. Have a satisfactory record of performance.
3. Have a satisfactory record of integrity and ethics.
4. Be otherwise qualified and eligible to receive an award.
5. Be engaged in a full time business and can assume liabilities for any performance or warranty service required.
6. The City Council shall not award a contract to a company that is in arrears in its obligations to the City.
7. No payments shall be made to any person of public monies under any contract by the City with such person until such person has paid all obligations and debts

owed to the City, or has made satisfactory arrangements to pay the same.

ADDENDA: Any interpretations, corrections or changes to the ITB and Specifications will be made by addenda. Sole issuing authority of addenda shall be vested in the City of Port Arthur Purchasing Manager. The City assumes no responsibility for the bidder's failure to obtain and/or properly submit any addendum. Failure to acknowledge and submit any addendum may be cause for the bid to be rejected. It is the vendor's responsibility to check for any addendums that might have been issued before bid closing date and time.

PORT ARTHUR PRINCIPAL PLACE OF BUSINESS: Any bona fide business that claims the City of Port Arthur as its principal place of business must have an official business address (office location and office personnel) in Port Arthur, the principal storage place or facility for the equipment shall be in Port Arthur and/or the place of domicile for the principal business owner(s) shall be in Port Arthur or such other definition or interpretation as is provided by state law. Contractors outside the City of Port Arthur are allowed to bid.

PRICES: The bidder should show in the proposal both the unit price and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit price shall prevail.

PURCHASE ORDER: A purchase order(s) shall be generated by the City of Port Arthur to the successful bidder. The purchase order number must appear on all itemized invoices.

INVOICES: All invoices shall be mailed directly to the City of Port Arthur, Attn.: **Accounts Payable**, P.O. Box 1089, Port Arthur, Texas 77641.

PAYMENT: Payment will be made upon receipt of the original invoice and the acceptance of the goods or services by the City of Port Arthur, in accordance with the State of Texas Prompt Payment Act, Article 601f V.T.C.S. The City's standard payment terms are net 30, i.e. payment is due 30 days from the date of the invoice.

SALES TAX: The City of Port Arthur is exempt by law from payment of Texas Sales Tax and Federal Excise Tax; therefore the proposal shall not include Sales Tax.

VENUE: This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Port Arthur, Texas, Jefferson County.

COMPLIANCE WITH LAWS: The Contractor shall comply with all applicable laws, ordinances, rules, orders, regulations and codes of the federal, state and local governments relating to performance of work herein.

INTEREST OF MEMBERS OF CITY: No member of the governing body of the City, and no other officer, employee or agent of the City who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract; and, the Contractor shall take appropriate steps to assure compliance.

DELINQUENT PAYMENTS DUE CITY: The City of Port Arthur Code of Ordinances prohibits the City from granting any license, privilege or paying money to any-one owing delinquent taxes, paving assessments or any money to the City until such debts are paid or until satisfactory arrangements for payment has been made. Bidders must complete and sign the AFFIDAVIT included as part of this ITB.

QUANTITIES: Quantities shown are estimated, based on projected use. It is specifically understood and agreed that these quantities are approximate and any additional quantities will be paid for at the quoted price. It is further understood that the contractor shall not have any claim against the City of Port Arthur for quantities less than the estimated amount.

SHIPPING INFORMATION: All bids are to be F.O.B., City of Port Arthur, Port Arthur, TX 77640

INCORPORATION OF PROVISIONS REQUIRED BY LAW: Each provision and clause required by law to be inserted into the Contract shall be deemed to be enacted herein and the Contract shall be read and enforced as though each were included herein. If, through mistake or otherwise, any such provision is not inserted or is not correctly inserted the Contract shall be amended to make such insertion on application by either party.

CONTRACTOR'S OBLIGATIONS: The Contractor shall and will, in good workmanlike manner, perform all work and furnish all supplies and materials, machinery, equipment, facilities and means, except as herein otherwise expressly specified, necessary or proper to perform and complete all the work required by this Contract, in accordance with the provisions of this Contract and said specifications.

The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

While the purpose of the specifications is to indicate minimum requirements in the way of capability, performance, construction, and other details, its use is not intended to deprive the City of Port Arthur the option of selecting goods which may be considered more suitable for the purpose involved.

In the event of conflicts between the written bid proposal and information obtained verbally, the vendor is specifically advised that the written bid proposal will prevail in the determination of the successful bidder.

Under the Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

TERMINATION FOR CAUSE: If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his obligations under this contract, or if the Contractor shall violate any of the covenants, agreements or stipulations of this contract, the City shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the contract by the Contractor, and the City may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the City from the Contractor is determined.

TERMINATION FOR CONVENIENCE: The City may terminate this contract at any time giving at least thirty (30) days notice in writing to the Contractor. If the Contract is terminated by the City as provided herein, the Contractor will be paid for the service that it has performed up to the termination date. If this contract is terminated due to fault of the Contractor, the previous paragraph hereof relative to termination shall apply.

RELEASES AND RECEIPTS: The City of Port Arthur before making payments may require the Contractor to furnish releases or receipts for any or all persons performing work and supplying material or service to the Contractor, or any sub-contractors for work under this contract, if this is deemed necessary to protect its interests.

CARE OF WORK: The Contractor shall be responsible for all damages to person or property that occurs as a result of his fault or negligence in connection with the work performed until completion and final acceptance by the City.

SUB-CONTRACTS: The Contractor shall not execute an agreement with any sub-contractor or permit any sub-contractor to perform any work included in this Contract until he has received from the City of Port Arthur written approval of such agreement.

INSURANCE: All insurance must be written by an insurer licensed to conduct business in the State of Texas, unless otherwise permitted by Owner. The Contractor shall, at his own expense, purchase, maintain and keep in force insurance that will protect against injury and/or damages which may arise out of or result from operations under this contract, whether the operations be by himself or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable, of the following types and limits

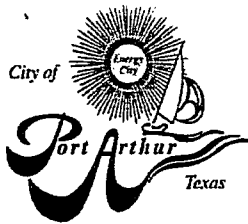
1. Standard Worker's Compensation Insurance:
2. Commercial General Liability occurrence type insurance City of Port Arthur, its officers, agents, and employees must be named as an additional insured):
 - a. Bodily injury \$500,000 single limit per occurrence or \$500,000 each person/\$500,000 per occurrence for contracts of \$100,000 or less; or Bodily injury \$1,000,000 single limit per occurrence or \$500,000 each person /\$1,000,000 per occurrence for contracts in excess of \$100,000; and,
 - b. Property Damage \$100,000 per occurrence regardless of contract amount; and,
 - c. Minimum aggregate policy year limit of \$1,000,000 for contracts of \$100,000 or less; or, Minimum aggregate policy year limit of \$2,000,000 for contracts in excess of \$100,000.
3. Commercial Automobile Liability Insurance (Including owned, non-owned and hired vehicles coverage's).
 - a. Minimum combined single limit of \$500,000 per occurrence, for bodily injury and property damage.
 - b. If individual limits are provided, minimum limits are \$300,000 per person, \$500,000 per occurrence for bodily injury and \$100,000 per occurrence for property damage.

Contractor shall cause Contractor's insurance company or insurance agent to fill in all information required (including names of insurance agency, contractor and insurance companies, and policy numbers, effective dates and expiration dates) and to date and sign and do all other things necessary to complete and make into valid certificates of insurance and pertaining to the above listed items, and before commencing any of the work and within the time otherwise specified, Contractor shall file completed certificates of insurance with the Owner.

None of the provisions in said certificate of insurance should be altered or modified in any respect except as herein expressly authorized. Said CERTIFICATE OF INSURANCE Form should contain a provision that coverage afforded under the policies will not be altered, modified or canceled unless at least fifteen (15) days prior written notice has been given to the City of Port Arthur. Contractor shall also file with the City of Port Arthur valid CERTIFICATE OF INSURANCE on like form from or for all Subcontractors and showing the Subcontractor (s) as the Insured. Said completed CERTIFICATE OF INSURANCE Form (s) shall in any event be filed with the City of Port Arthur not more than ten (10) days after execution of this Contract.

NOTICE TO PROCEED: Notice to Proceed shall be issued within ten (10) days of the execution of the Contract by OWNER. Should there be any reasons why Notice to Proceed cannot be issued within such period, the time may be extended by mutual agreement between OWNER and CONTRACTOR.

CELL PHONE OR PAGER: The Contractor must have a working cell phone or pager available Monday through Friday from 8:00 a.m. to 5:00 p.m. so that the City will be able to contact the contractor.



-CITY OF PORT ARTHUR, TEXAS

ADDENDUM NO. ONE (1)

April 3, 2025

BID FOR: GUARD SERVICES FOR EDC BUSINESS PARK

BID: P25-038

The following clarifications, amendments, deletions, additions, revision and/or modifications are made a part of the contract documents and change the original documents only in the manner and to the extent hereinafter stated and shall be incorporated in the contract documents.

Provisions of this addendum shall take precedence over requirements of the original contract documents and all **BIDDERS ARE REQUESTED TO ACKNOWLEDGE SAID PROVISIONS IN THE SUBMISSION OF THEIR BID.**

Addendum as follows

1. **DEADLINE:** Sealed Bid submittals must be received and time stamped by **3:00 p.m., Central Standard Time, Wednesday, April 16, 2025.** (The clock located in the City Secretary's office will be the official time.) All bids received will be read aloud at **3:15 p.m. on Wednesday, April 16, 2025** in the City Council Chambers, City Hall, 5th Floor, Port Arthur, TX. You are invited to attend.

If you have any questions, please contact the Purchasing Division at 409-983-8160.

NOTE: ALL PAGES OF ADDENDA MUST BE SIGNED AND SUBMITTED WITH YOUR BID DOCUMENTS.

Clifton Williams
Clifton Williams
Purchasing Manager

[Signature]
Signature of Proposer

April 15, 2025
Date

S&S Investigations & Security, Inc.
Company Vendor Name



-CITY OF PORT ARTHUR, TEXAS

ADDENDUM NO. TWO (2)

April 10, 2025

BID FOR: GUARD SERVICES FOR EDC BUSINESS PARK

BID: P25-038

The following clarifications, amendments, deletions, additions, revision and/or modifications are made a part of the contract documents and change the original documents only in the manner and to the extent hereinafter stated and shall be incorporated in the contract documents.

Provisions of this addendum shall take precedence over requirements of the original contract documents and all **BIDDERS ARE REQUESTED TO ACKNOWLEDGE SAID PROVISIONS IN THE SUBMISSION OF THEIR BID.**

Addendum as follows

1. City is adding an armed guard option
2. City will add option for security guard at EDC Meetings.
3. EDC Meetings are once a month, and 2 – 4 hours possibly.
4. Guard will be by the door. Guard will be unarmed.
5. Only one guard is needed for both locations.
6. Attached is Revised Bid Sheet
7. Attached are questions and answers to the questions
8. Attached is drawing of the area.

If you have any questions, please contact the Purchasing Division at 409-983-8160.

NOTE: ALL PAGES OF ADDENDA MUST BE SIGNED AND SUBMITTED WITH YOUR BID DOCUMENTS.

Clifton Williams
Purchasing Manager

Signature Of Proposer

Date

S&S Investigations & Security, Inc.
Company Vendor Name

CITY OF PORT ARTHUR, TEXAS
BID SHEET

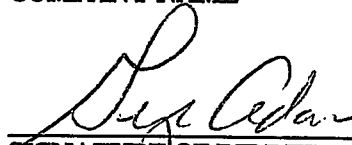
BID FOR: Guard Services For EDC Business Park

BID DUE DATE: April 16, 2025

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>Cost per Hour</u>	
		<u>Business Park</u>	<u>EDC Meeting</u>
1	Security Guard Services Patrolling Business Park with a vehicle Unarmed	\$ 20 ⁵⁰	\$
2	Holiday Pay Unarmed	\$ 30 ²⁵	\$
3	Security Guard Services Patrolling Business Park with a vehicle Armed	\$ 29 ⁵⁰	\$
4	Holiday Pay Armed	\$ 44 ²⁵	\$
5	Security Guard Services EDC Meeting	\$	\$ 16 ⁵⁰
6	Holiday Pay EDC Meeting	\$	\$ 24 ⁷⁵

S.S. Investigations & Security, Inc.
COMPANY NAME

3946 Franklin Ave. Ste. C
STREET ADDRESS


SIGNATURE OF BIDDER

P.O. BOX

George Adams
PRINT OR TYPE NAME

Annes, TX 77619
CITY STATE ZIP

Business Manager
TITLE

409 729-5701
AREA CODE TELEPHONE NO

george@ssinv.net
EMAIL

409 963-1882
FAX NO.

QUESTIONS AND ANSWERS

RFP Questions

Will more than one officer be working at the same time during the hours provided on page 6? No

PG 11. Vehicle. Please clarify which brands and models of vehicle the city classifies as a law enforcement vehicle? N/A

Does the city have a designated spot the vehicle can be parked when not in use? Yes If Yes, is the spot covered? No

Will the officer be able to leave park during shift to refuel vehicle? No Or must it be done before or after shift? Yes

PG 7. K. Please clarify. Is the approx. 7-10 miles per shift? Or per patrol round? Per shift

How many patrol rounds must be completed during a 12 hour shift? However many it requires to complete 7 – 10 miles per shift

PG 9. Sec. 6 Will the officer spend 1.5-2 hours at each business? Or do they need to return to that business to punch the time clock with-in the time frame? Return to the business within the time frame

11 clocks will be supplied. Are the timeclock Deggy? These are supplied by the contractor. Must be Deggy or equivalent.

Are there a total of 11 businesses that are currently utilizing the patrol? There are a total of 22 businesses in the Park

New Businesses. How many new businesses is the city anticipated to add to the patrol? 3-5 within next 18 months

Will the new businesses be encompassed by the approx. 7-10 miles? Yes

Misc.

Can the city provide a map of all the buildings utilizing the patrol? Map Attached.

Upon award can the city provide the contractor of a map of all fire alarm boxes, sprinkler alarms, shutoff valves if any? Not at this time.

Are entrances to the business park gated? No

Is the individual businesses or the entire park fenced? Individual businesses are fenced but not all may be gated.

Since the shift is 12 hours, will the officer be permitted to take two- 15 minutes breaks and a lunch break on site? (30min/HR) Yes

Is there a designated place where the officer is able to heat up their lunch? No

Will the officer also be responsible for patrolling the interiors of the buildings? No

Is there a restroom the security officer to use on site? No

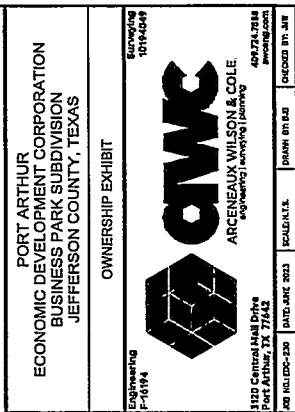


EXHIBIT "C"

CITY OF PORT ARTHUR

Request for Bids

Guard Services for EDC Business Park

March 22, 2025

March 29, 2025

PUBLIC NOTICE

CITY OF PORT ARTHUR, TEXAS REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN THAT sealed Proposals, addressed to the City of Port Arthur, will be received at the Office of the City Secretary, City Hall 444 4th Street or P. O. Box 1089, Port Arthur, Texas 77641 no later than 3:00 P.M., Wednesday, April 9, 2025 and all bids received will thereafter be opened and read aloud on Wednesday, April 9, 2025 at 3:15 P.M. in the City Council Chambers, 5th Floor, City Hall, Port Arthur, Texas for certain services briefly described as:

Request For Proposal Guard Services for EDC Business Park

NON-MANDATORY PRE-BID MEETING IS SCHEDULED FOR TUESDAY, APRIL 1, 2025 AT 2:00 P.M., AT THE EDC BUSINESS PARK ENTRANCE LOCATED AT 9555 WEST PORT ARTHUR ROAD, PORT ARTHUR, TEXAS

Proposals received after closing time will be returned unopened.

Copies of the Specifications and other Contract Documents are on file in the Purchasing Office, 444 4th Street, City of Port Arthur, and are open for public inspection without charge. They also can be retrieved from the City's website at www.portarthurtx.gov/bids.aspx or www.publicpurchase.com.

The City of Port Arthur reserves the right to reject any and all bids and to waive informalities.

Per Chapter 2 Article VI Sec. 2-262(C) of the City's Code of Ordinance, the City Council shall not award a contract to a company that is in arrears in its obligations to the City.

PUBLIC NOTICE

CITY OF PORT ARTHUR, TEXAS REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN THAT sealed Proposals, addressed to the City of Port Arthur, will be received at the Office of the City Secretary, City Hall 444 4th Street or P. O. Box 1089, Port Arthur, Texas 77641 no later than 3:00 P.M., Wednesday, April 9, 2025 and all bids received will thereafter be opened and read aloud on Wednesday, April 9, 2025 at 3:15 P.M. in the City Council Chambers, 5th Floor, City Hall, Port Arthur, Texas for certain services briefly described as:

Request For Proposal Guard Services for EDC Business Park

NON-MANDATORY PRE-BID MEETING IS SCHEDULED FOR TUESDAY, APRIL 1, 2025 AT 2:00 P.M., AT THE EDC BUSINESS PARK ENTRANCE LOCATED AT 9555 WEST PORT ARTHUR ROAD, PORT ARTHUR, TEXAS

Proposals received after closing time will be returned unopened.

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Clifford Williams, CPEB
Purchasing Manager