

# Request for Proposal (RFP)

## Hancock County Port & Harbor Commission

**Invitation:** The Hancock County Port and Harbor Commission (HCPHC) is soliciting proposals from qualified companies interested in providing **Uniformed Guard Protection Services** for Port Bienville Industrial Park. Firms with relevant experience and qualifications are encouraged to submit.

**Scope of Services:** The HCPHC is seeking uniformed guard protection services for Port Bienville Industrial Park. A Detailed Information Packet about this RFP can be obtained via email by contacting Felicity Arcement (FArcement@hcphc.ms). Persons or companies submitting proposals will be expected to provide all labor, uniforms, and equipment required for the services outlined in the Detailed Information Packet. Site visit dates and times are outlined in the Detailed Information Packet.

**Submission Requirements:** Persons or companies submitting proposals for these services should use the Proposal Form included in the Detailed Scope information referenced above. **One (1) original proposal and seven (7) copies** should be delivered to the office of **Hancock County Port & Harbor Commission at 706 Hwy 90, Waveland, Mississippi, 39576 (P.O. Box 2267, Bay St. Louis, MS 39521), no later than 4:00 p.m. Wednesday, April 1, 2015.** The outside of the package should be clearly marked **"Hancock County Port and Harbor Commission Security Services"**. Electronic or faxed copies will not be considered. Proposals received after the date and time indicated will not be considered.

**Selection Criteria:** A selection committee will use the following criteria and point system when evaluating the proposals:

- a. Proposed pricing schedule – 30 points
- b. Company experience with similar contracts – 20 points
- c. Qualifications and experience of company employees – 20 points
- d. Capacity to perform the work – 20 points
- e. Geographic proximity of Headquarters to HCPHC properties – 10 points

**Contract Information:** HCPHC intends to award a one (1) year service agreement for uniformed guard protection service, with the option to renew the service agreement for two (2), one-year periods. The specific terms of the service agreement will be negotiated based upon proposals received.

HCPHC reserves the right to waive irregularities and informalities in the submittal and evaluation process. HCPHC also reserves the right to reject all persons/companies, decline to proceed with the selection, request additional information or to make inquiries to verify qualifications.

**BY:**

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Harry J. Farve, Secretary  
Hancock County Port and Harbor Commission

**DATES OF PUBLICATION:**

**March 14, 2015**

**March 21, 2015**