



City of Mobile
Request for Qualifications
RFQ Number: 6053

UNARMED GUARD AND PROTECTIVE SERVICES

The City of Mobile ("City") is seeking competitive Qualification packages, with proposed pricing, from well-qualified professional security contractors to provide unarmed guard services for several City of Mobile facilities. Contractor will provide uniformed unarmed guards for regular service times at selected City facilities, and as needed for special circumstances and events. The City will select the best qualified contractor at best value for the City.

Qualification Submissions are due by 4:00pm local time, Thursday, June 11, 2026.

I. BACKGROUND / PURPOSE: The City of Mobile (COM) uses contract uniformed unarmed security guards to provide regularly scheduled facility security at three locations, and as needed at two museums, and potentially other City facilities as needed. The guards maintain a single-guard presence, with varying responsibilities depending upon the site.

II. PRIMARY FACILITIES AND TIMES SERVICED:

A. MUNICIPAL GARAGE

1 guard 24/7, 365 days/year

B. MUNICIPAL INFORMATION TECHNOLOGY

1 guard Monday - Friday 5:00 PM – 12:00 AM

1 guard Saturday - Sunday 8:00 AM - 5:00 PM

C. OAKLEIGH HOUSE & MUSEUM (INCLUDES 4 BUILDINGS AND 2 PARKING LOTS)

1 guard Tuesday – Saturday 9:30 AM – 4:30 PM

1 guard Sunday 12:00 PM – 4:00 PM

D. MUSEUM OF ART

1 guard as needed, times will vary depending on the event or the need

E. MARITIME MUSEUM

1 guard as needed, times will vary depending on the event or the need

III. MINIMUM QUALIFICATIONS: The City requires the successful Contractor to meet the following minimum qualifications.

A. Currently licensed in good standing by the Alabama Security Regulatory Board (ASRB).

B. A minimum of three years of previous experience providing contracted guard services for public facilities.

C. Reputation and history of excellent hiring, training, supervision, and communication protocols and performance.

D. Carry, and at contract execution provide evidence to the City of minimum insurance coverage endorsed to name the City of Mobile as an additional insured and waiving subrogation in favor of the City. All policies of insurance shall be endorsed to provide that all such policies are primary and non-contributing with any other insurance maintained by the City of Mobile. Certificates of Insurance shall provide that such insurance shall not be subject to cancellation, non-renewal nor material change without 30 days or more (except 10 days for non-payment) prior written notice thereof to the City of Mobile. The insurance must be issued by a company licensed and qualified to do business in the State of Alabama. Insurance amounts required will include:

a. Professional Liability Insurance not less than \$1,000,000 per claim.

b. Workers' Compensation/Employer's Liability Insurance in the amounts required by all applicable laws, rules or regulations of the state of Alabama.

c. Comprehensive General Liability (occurrence form) including coverage for products/completed operations, independent contractors, blanket contractual liability specifically covering the obligations assumed by Contractor. Limit of Liability: \$1,000,000 combined single limit of liability each occurrence bodily injury or property damage.

d. Automobile Liability Insurance to cover any auto, including all owned, non-owned, and hired vehicles, with a \$1,000,000 combined single limit of liability for each accident for bodily injury and/or property damage.

e. Excess/Umbrella Liability Insurance providing following form coverage for Employer's Liability, Comprehensive General Liability, and Automobile Liability with \$2,000,000 combined single limit of liability each occurrence for bodily injury and/or property damage.

IV. PERFORMANCE EXPECTATIONS.

A. Contractor Performance:

a. Contractor shall supply qualified, uniformed personnel and on-site supervision to protect and prevent the specified City property against fires, thefts, and damage or destruction by sabotage, riots, or other intentional acts of violence.

b. No guard shall be employed at a City facility who is objectionable to the City, for any reason whatsoever. Applications and other records of Contractor related to this paragraph shall be open to inspection, copying, and

reproduction Provider shall supervise the performance of the guards and shall, at unannounced intervals, call on the protected city facility to determine the manner in which guards are discharging their duties. Reports of these inspections shall be provided to the designated facility contact employee, along with monthly time sheets.

c. Contractor shall have a local contact person with a local phone number. The phone is to be manned twenty-four hours a day. The phone is to be manned by a person with the company or an answering service, but not an answering machine. Provider shall respond to phone calls by the City within thirty minutes of receipt when using an answering service.

d. In the event of an emergency, power outage or alarm signal, Contractor shall promptly provide additional guard service, at the request of the City, at the hourly rate established under this Agreement.

e. Specific guard service routines and responsibilities shall vary by facility. City will ensure that specific written instructions are provided for guards and a responsible City person is identified to Contractor and available at all times to receive any reports, resolve any questions, and provide specific direction regarding any policies or circumstances. Guards may be asked to patrol building interiors and exteriors and adjacent property, check employee identification badges and maintain visitor's logs and other security services deemed necessary by the City to maintain safety and security at each facility.

f. Guards shall be promptly replaced, at the City's request, upon notice to Contractor.

g. Contractor shall conduct background investigations on all security staff prior to assigning a security staff member to perform services pursuant to the Agreement between Contractor and the City. Contractor shall do a follow-up background check a minimum of once every six months for every security staff member assigned to any City property. To the extent allowed by applicable federal and state law, background checks shall be submitted to the City promptly upon completion. If requested by the City, Contractor agrees to remove any security staff member from City property whose background investigation results are deemed unacceptable by the City.

h. At least five days before commencing work on any City property, each security staff member shall submit to drug testing. Contractor shall pay for the cost of the drug testing. An independent, certified laboratory will conduct comprehensive drug testing using a standard 5-panel urine test or equivalent, set at SAMHSA/Federal Standard metabolite concentration cutoff levels. In addition, Contractor shall conduct random drug screenings and additional drug testing as necessary and/or requested by the City. The certified results of drug tests shall be maintained during the term of the Agreement and shall be provided to the City upon request.

B. Individual Guard Performance

a. Guards shall interface courteously and respectfully with employees and patrons and must hear and understand and provide directions or guidance in clear spoken English.

b. Guards shall wear distinct uniforms indicative of their status as security, professional in appearance and cleanliness, to include outwear and footwear. Uniforms shall be distinctly different than those worn by City of Mobile Police.

c. Guards shall be courteous, neat, clean and presentable while on duty.

d. Guards must exhibit a professional, positive, firm, yet helpful demeanor at all times, and be experienced in dealing with the public.

e. Guards shall be at least 21 years of age with a minimum high school diploma or GED.

f. Guards must have no criminal convictions involving crimes of violence, theft, or moral turpitude (as identified by Ala. Code 17-3-30.1) during the previous 7 years.

g. Guards must have passed a suitable training program compliant with ASRB requirements. Training must include current proficiency in the operation of Automated External Defibrillator (AED) devices, and to confirm their functionality.

h. Guards must have the physical ability to stand for long periods of time in indoor or outdoor locations.

i. Guards must be able to lift a minimum of 40 pounds.

j. Guards must have proficiency in the English language and have demonstrated ability to read and write reports, compile accident information, and be able to verbally communicate in a manner that is clearly understood and sufficiently detailed.

k. Guards must have the ability to exercise sound judgment and be capable of responding appropriately and in a timely manner to emergencies.

l. Guards must be able to perform services for events where alcoholic beverages are served and/or consumed.

m. Guards shall be subject to all City regulations while on City premises and must meet and continue to meet with the approval of the City.

n. Guard services will not require and City will not provide any motorized vehicles for use by guards. Guards may bring personal vehicles to the City facility, and City will provide parking for such vehicles, but guards are not to use personal vehicles during guard watches.

o. Guards may use personal electronic devices during watch, but such devices may not distract from watchstanding responsibilities or present an unprofessional, distracted appearance. Guards must keep a listening ear available at all times.

V. CITY PROVISION FOR CONTRACTOR. City will provide Contractor:

A. Protected, climate-controlled guard stations, with access to clean, safe restroom facilities.

B. Training and written guidance on specific watch responsibilities and information unique to the watch facility, to include necessary keys, access codes, and points of contact.

C. Timely notify Contract of events needing services or any changes to schedules.

D. Provide feedback on Contractor and Contractor guard performance at regular intervals. Cooperate with Contractor on incident or performance documentation requests.

VI. COMPENSATION

A. The City's hourly rate paid to Provider is to include all Provider overhead costs, and all employee salary, taxes and benefits.

B. In the event there is an increase in the minimum wage required to be paid by Provider, required by law or statute, during the term of this Agreement or any extension thereof, then the amount of the hourly rate bid shall be increased by the amount of the increase in the minimum wage, plus any increased costs of FICA and unemployment tax.

C. Contract will invoice City at regular intervals for services performed the previous period for City review and payment. Contractor will provide City requested documentation to support invoice payments.

VII. RFQ SUBMISSION REQUIREMENTS

A. Provide the City a written sealed package not later than the date and time listed at the beginning of this document . The package may be sent by US Mail to the following address.

City of Mobile RFQ 6053
Procurement Department
P.O. Box 1948
Mobile AL 36633

Or by package delivery to:

City of Mobile RFQ 6053
Procurement Department
205 Government St, Room 408S
Mobile, AL 36602

- B. In the submission package, include the following:
- a. Written summary of your company, experience, qualifications, and point of contact for this RFQ
 - b. List of three previous or current customers for which you provide similar services, to include location, duty summary, and reference point of contact.
 - c. Your proposal for providing this service for the City of Mobile. Include your hiring process, supervision and management of guards, engagement plan

with the City, and your proposed compensation rate(s) and schedule. Include a photo of your proposed uniform.

VIII. SELECTION

- A. The City's will evaluate proposals based on the following criteria:
- | | |
|--|-----|
| a. Corporate qualifications. | 15% |
| b. Experience providing similar guard services and references. | 35% |
| c. Plan to provide services requested under this RFQ. | 30% |
| d. Proposed pricing | 20% |

B. **Cone of Silence.** From the time of advertising, and until the final award by completion of a signed contract or purchase document issued by the City, there is a prohibition on communication by respondents (or anyone on their behalf) with the City staff and elected officials regarding this request for bids, proposals, or qualifications. This does not apply to communications directly with the Procurement Department staff during authorized question periods, or with designated City staff during pre-bid conferences, interviews, requests for clarification, and written contract negotiations. Breaking the established prohibition on communication, if proven, may result in a disqualification of your submittal.

C. The City reserves the right to conduct interviews with any, all, or no proposers, or to reject or disqualify any or all proposals.

D. Selectees will be required to have or attain, and maintain, a City Mobile business license for the duration of award.

E. Selectees will be required to obtain and maintain insurance coverage in forms and amounts acceptable to the City.

F. Selectees will be required to enter into a contract with the City for a maximum of three years with additional renewal options to be negotiated.

IX. QUESTIONS. Submit any questions regarding this RFQ by email not later than 4:00 pm, Thursday, May 28, 2026, to Purchasing@CityofMobile.gov .