

Request for Proposals
Chief Dull Knife College
Security Guard

Bid Opening and Deadline for Bid Submittal: March 22, 2019

General Description:

To perform Security Guard services for Chief Dull Knife College as follows:

The need is based on a twelve month work schedule, Monday thru Thursday 12:00 noon to 8:30 pm and Friday 8:00 am to 4:30 pm. During College breaks, hours would be 8:00 am to 4:30 pm (Semester Break approximately two weeks, and Spring Break for one week). College is closed for these days and would not need coverage: New Year's Day, Memorial Day, Thanksgiving Day, Friday after Thanksgiving, Martin Luther King Day, Independence Day, President's Day, Labor Day, Christmas Day, Native American Day, Veterans Day, Chief's day, and Easter Friday and Monday.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Perform security patrols, guard against theft and maintain security, investigate and write reports on accidents, incidents, suspicious activities, safety and fire hazards and other security related situations. Call for aid if necessary, regulate and monitor building security system, inspect windows and doors to ensure locks are in place and working. Respond to alarms and calls for distress. Handle exterior and interior security thru manual observation and the use of on-site cameras.

The Contractor shall furnish all labor and equipment to perform the duties of this contract.

Qualifications:

High School diploma/GED required. A minimum of 2 years' experience in the security field, or a certificate indicating completion of a security course is required. Must possess strong group communication skills, proven history of working well in stressful situations.

Content of Proposals:

To adequately select the individual or firm who will best serve the needs of CDKC, it will be necessary to review the experience of the respondent(s) as it is closely related to those needs and the review the expertise and qualifications of the individual(s) who will provide the services. To meet these objectives, the proposal must contain a Statement of Work which will be reviewed by the CDKC reviewing committee. The owner shall factor Indian preference into the bid analysis process. Evidence of eligibility for Indian preference must be submitted with the proposal.

Please submit your bid, one bid per contractor to Chief Dull Knife College Business Office, by March 22, 2019 at 4:30 pm. All bids must be hand delivered or mailed Chief Dull Knife College, Box 98, Lame Deer, Montana, Attention: CDKC Business Office.