

2019 BID SPECIFICATION

PROGRAM #: 656

STANDARD PROGRAM: Building Security

TARGET POP: Customers & Employees of RCDKSC

YEAR: 2019

UNITS: Actuals

CLIENTS: N/A

ALLOCATION: TBD

UNIT DEFINITION:

Actual Expenses

GEOGRAPHICAL AREA TO BE SERVED:

Racine County

DAYS/HRS OF SERVICE AVAILABILITY:

Monday-Friday 2:00-8:00 and some evenings and weekends

MINIMUM STANDARDS:

Provider must agree to comply with the following terms and conditions:

- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- Maintain adequate liability coverage
- Recognize that authorization for services is approved by Racine County Human Services Department.
- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.
- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.
- Civil Rights/Affirmative Action Policies
- Fair Labor Standards Act
- Criminal and Caregiver background checks, drug screening, driver's license checks for all staff working within the project scope.

PROGRAM DESCRIPTION:

Security Services

Introduction and Objectives:

The Provider will provide security services for the Racine County Dennis Kornwolf Service Center. One officer will be assigned as designated by Provider. The officer will be required to carry a pager at all times so he/she may be reached by personnel when a need arises. The officer will patrol inside of facility, parking lot and exterior of the building to ensure the safety of personnel, consumers and the facility as a whole.

Staffing Hours:

One (1) officer will be required to cover the following shifts:

Monday – Thursday: 3:00pm – 8:00pm

Friday: 2:00pm – 7:00pm

Saturdays: Upon Request

Further hours may be assigned by Racine County Human Services Department Contract Services.

Reporting Requirements:

After responding to and diffusing a serious altercation, the officer must immediately notify the Administrative Assistant of the HSD Director via phone or email. An incident report must be filed with HSD Administration within 48 hours and include a detailed statement from the officer.

EVALUATION OUTCOMES:

1. 100% shifts will be covered with a trained and qualified officer.
2. 100% of incident reports will be submitted within the required time frame.

An Evaluation Outcome Report must be submitted to Racine County HSD Contract Compliance Monitor by 2/1/20.