

DIXIE CLASSIC FAIR



Winston-Salem



**NOTICE OF
PRE-PROPOSAL CONFERENCE
WILL BE HELD**

1:00 PM, Tuesday, August 1, 2017

AT

**Winston-Salem Fairgrounds - Fair Office, Gate 9
421 W 27th St, Winston-Salem, NC 27105**

REQUEST FOR PROPOSALS

for

Security Services - Dixie Classic Fair

Proposals Will Be Received Until

12:00 Noon – Wednesday – August 9, 2017

at

**City/City Purchasing Department
City Hall Suite 324
101 North Main Street
Winston-Salem, NC 27102**

ADVERTISEMENT FOR PROPOSALS

Security Services for City of Winston-Salem

Sealed proposals endorsed **Security Services for the Dixie Classic Fair** to be furnished to the City of Winston-Salem will be received by the City/City Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC until **12:00 Noon, Wednesday, August 9, 2017**. Instructions for submitting proposals and complete specifications may be obtained during regular office hours at the same location, or by contacting Jerry Bates via email jerryjb@cityofws.org or phone 336-747-6939. The City reserves the right to reject any or all proposals.

The City of Winston-Salem is requesting qualifications and proposals for on-site contract security services for the Dixie Classic Fair from September 29, 2017, through October 9, 2017.

This Request for Proposals (RFP) outlines a description of the services sought and the documents interested firms will be required to submit. All requested information shall be submitted in the format required as shown on the enclosed schedule.

Security Service Providers interested in providing the services solicited are **encouraged to attend the pre-proposal conference** to be held at the **Winston-Salem Fairgrounds -Fair Office, Gate 9, 421 W 27th St, Winston-Salem, NC 27105, at 1:00 PM, Tuesday, August 1, 2017**. The pre-proposal conference will provide the opportunity to review the requirements and intent of the contract documents, including scope of work and insurance requirements. Following the pre-proposal conference attendees will be invited to a walk-through of the fairgrounds.

Jerry Bates
Purchasing Director

This document IS NOT the complete proposal. To obtain the completed proposal specifications contact Jerry Bates via email jerryjb@cityofws.org, by phone 336-747-6939, or visit the Purchasing Department, City Hall Building, Suite 324, 101 North Main Street, Winston-Salem, NC during regular office hours.

2017 DIXIE CLASSIC FAIR

SECURITY REQUIREMENTS

SCOPE OF WORK

It is the desire of the City of Winston-Salem to provide a safe, secure environment at the Dixie Classic Fair for their patrons. The contract resulting from this RFP will supplement other security measures that exist for these facilities including limited access system, CCTV, and local law enforcement.

STANDARDS OF CONDUCT

The following lists City's general objectives in regard to the daily scope of work and expectations in regard to security officer personal standards of conduct and appearance.

RESPONSIBILITIES - The contract security officers are responsible for the general security of the fairgrounds, allowing the WSPD to take the lead role in arrests and investigations. It is required of the contract officers to provide outstanding customer service by greeting visitors in a cheerful and friendly manner, answer questions knowledgeably and courteously, diffuse conflicts diplomatically, and provide assistance as needed. Current training in CPR and first aid for all on-site contract staff and their immediate supervisor is required to be maintained for the contract period. The Site Supervisor is required to assure understanding and compliance with the following in regard to comportment, courtesy, knowledge, training, and responsibilities of his or her subordinates. The performance of work will be in compliance with the schedule of posts/hours and the Post Orders/Emergency Response Procedures. Employees of CONTRACTOR are required at all times while on duty to display the needed qualities of honesty, alertness, loyalty, and intelligence which are essential for the efficient performance of security duties.

Habits - A dignified bearing will be maintained on duty at all times. Tobacco use and gum chewing while on post is prohibited. Tobacco use is prohibited throughout the site by any Security Officers or Representatives while on duty.

Discipline - Prompt and willing obedience to all orders of the designated CITY Representative is required at all times.

Uniform and Equipment - All contract employees shall wear a uniform while on duty unless otherwise specified. The employer will provide the prescribed uniform and equipment to each officer. However, the proper care and maintenance of the uniforms and equipment is the responsibility of each individual and reasonable standards of neatness will be maintained at all times.

- The uniform will be kept clean, in good repair, and pressed.
- Shoes will be kept neatly polished.
- The complete prescribed uniform and equipment will be worn while on duty.

Cleanliness of Post - The post will not be used for storing clothes, equipment, or personal property. Loitering will be prohibited in this area. The post will be kept neat and orderly at all times.

Public Relations - An important aspect of security duties involves public relations. In the employee's capacity as an officer, the officer is usually the first person contacted by visitors. The impression created by the officer in the performance of the officer's duties has a direct bearing on the opinion formed of the company by this person. It is the officer's responsibility to assure that this impression is highly favorable. The officer's actions should be firm and determined, yet polite in all dealings with employees and visitors. A cheerful "Good morning", or "Good evening", in greeting visitors or CITY employees and contractors, sets a favorable impression of officer performance. Courtesy and tact are essential in dealing with CITY's employees, contractors and visitors. Arguing with CITY employees, contractors and

visitors will not be tolerated. All violations of rules and regulations must be immediately reported.

Prohibited Conduct

Telephones - CONTRACTOR shall assure that telephones are used for official business relating to performance of security duties only, not for personal calls.

Neglect of duties - Neglect of duties includes sleeping while on duty, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours, and refusing to render assistance or cooperate in upholding the integrity of CITY facilities' security.

Disorderly Conduct - Use of abusive or offensive language, quarreling, intimidation by words, actions, or fighting, is considered unacceptable performance under the contract. Participation in disruptive activities that interfere with normal and efficient operations is also considered unacceptable performance.

Intoxicants, Narcotics and Consumption of Alcohol - The CONTRACTOR shall not allow its employees while on duty to possess, sell, consume, or be under the influence of intoxicants, drugs, or substances producing similar effects. CONTRACTOR employees shall not drink alcoholic beverages while on duty or eight hours before a period of duty. The Contract shall not post any officer who has consumed alcohol during this period. CONTRACTOR shall not allow its employees to use narcotics or other controlled substances without a prescription from a licensed physician.

Relief by an Intoxicated Person - If a CONTRACTOR'S officer has reason to believe that his or her relief is intoxicated; the officer shall not allow the relief to proceed. The officer shall immediately contact a supervisor.

Use of Prescription Drugs - Any CONTRACTOR employee using prescription drugs shall report this condition to the Site Supervisor before assuming officer duty. The Site Supervisor shall notify the CITY point of contact and determine the appropriate course of action.

Distraction from Duties - The reading of newspapers, books, or any other diversion while on duty is prohibited unless specifically authorized by CITY. Watching television, listening to radios or any other medium which is not job related.

Leaving post without permission.

Entertaining personal visitors

Using any other CITY workstation other than ones assigned to the CONTRACTOR.

Presenting one's self as an employee of the CITY.

Communication with the media about CITY related activities or incidents.

Carrying weapons on duty which are not authorized under this Contract

Excessive use of force

The CONTRACTOR shall take any necessary disciplinary action for its employees. Each CONTRACTOR employee is expected to adhere to standards of conduct that reflect credit on themselves, their employer, and City. The CONTRACTOR shall notify the CITY of proposed disciplinary actions 24 hours in advance. CITY reserves the right to direct the CONTRACTOR to remove an employee from the program for failure to comply with the standards of conduct and compliance with CITY Policies and procedures. The CONTRACTOR shall immediately replace such an employee to maintain continuity of services at no additional cost to CITY. The CONTRACTOR shall adhere to all applicable laws and regulations relating to disciplinary actions and shall be solely responsible.

The Contractor shall establish and implement methods of ensuring that keys issued to the Contractor by CITY are not lost, stolen and are not used by unauthorized persons. Keys issued the Contractor by CITY shall not be duplicated in any form or manner. The loss of keys by Contractor personnel shall be immediately reported to the Contract Administrator, but under no circumstances later than the next workday. Contractor shall be fully responsible for costs associated with lost keys, including re-keying of facility, if CITY deems necessary.

Fair office must have 24 hour contact information/cell phone #'s & radio access for all security supervisors & officers assigned to each post. Make sure all gates are locked and secured until designated times.

No campers or sleeping accommodations are to be parked on grounds unless permission is obtained from management, rent is paid and proper window decals are displayed. This rule applies for duration of fair.

On Friday, September 29, 2017, make sure persons entering all gates prior to 11:00 am are legitimate fair workers or exhibitors and are not general public. After fair officially opens each day, make sure all who enter have proper credentials.

FOR ALL WALK IN GATES

Make sure each guard maintains presence at assigned gate for entire time assigned. If needed, assist ticket takers in getting public through gates. Check tickets for colors and years, tear in half and return one half to customer and place the other half in collection boxes at ticket gate. Guards should be at gate when designated, not later than scheduled. Ticket sellers have keys to gates if guard does not have access to them through their supervisor.

Gate 7 – midway entrance – personnel & stock truck trailers

SHORE FAIR LOT / STOCK TRUCK LOT

Security supervisor will be responsible to open this gate on an on call basis. This gate is for carnival stock trucks and equipment truck that do not require entrance and exiting privileges.

PASSENGER TRANSPORT

Must provide 10-12 seat golf cart w/guard for secure transportation of entertainers, entrants, employees, patron with special needs and other individuals carrying cash from Gate 8 parking. (See pg. 15)

NORTH GATE TEMPORARY FENCING BETWEEN GATE & ANNEX

Exhibitors bringing items to the Ed building will be walking through this fencing from the coliseum parking lot. Fencing will be pulled back enough to allow walk through only. Guard must let only exhibitors with items to enter through this area. Guard will direct exhibitors to the Ed building. Guard will be responsible for pulling the fencing back into position and securing it, at the end of his shift.

Day of Week	Date	Time	Explanation	Hours
Saturday	September 23	9:30 am to 4:30 pm	Exhibits move in	7.0
Sunday	September 24	11:30 am to 4:30 pm	Exhibits move in	5.0
Monday	September 25	8:00 am to 4:30 pm	Judging	8.5
Tuesday	September 26	9:00 am to 6:30 pm	School art	9.5
TOTAL HOURS				30

COLISEUM ANNEX

Prior to the official opening of the coliseum annex, do not allow anyone other than coliseum annex personnel or cleaning crew with proper credentials admittance until one (1) hour before scheduled opening of fair and then only with proper admission ticket which must be torn or punched and half returned to presenter. All vendors must use back entrance until fair officially opens. Primary station at ticket takers and info booth. Please do a walk thru of the entire vendor area every 30 to 45 minutes.

Day of Week	Date	Time	Explanation	Hours
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Wednesday	September 27	8:00 am to 6:00 pm	Front and Roving	10.0
Thursday	September 28	8:00 am to Midnight	Front and Roving	16.0
Friday	September 29	12:00 am to 12:00 am	Front and Roving	11.5
Saturday	September 30	9:00 pm to 9:30 am	Roving	12.5
Sunday	October 1	9:00 pm to 11:30 am	Roving	14.5
Monday	October 2	9:00 pm to 11:30 am	Roving	14.5
Tuesday	October 3	9:00 pm to 9:30 am	Roving	12.5
Wednesday	October 4	9:00 pm to 11:30 am	Roving	14.5
Thursday	October 5	9:00 pm to 11:30 am	Roving	14.5
Friday	October 6	9:00 pm to 11:30 am	Roving	14.5
Saturday	October 7	9:00 pm to 9:30 am	Roving	12.5
Sunday	October 8	9:00 pm to 11:30 am	Roving	14.5
Monday	October 9	9:00 pm to Noon	Roving and Back Entrance	15.0
TOTAL HOURS				177

GATE 4 - EDUCATION BUILDING & STOCK LOT

(THIS GATE REQUIRES A GUARD THAT IS NOT EASILY INTIMIDATED)

A strong guard must be assigned to this gate and allow only vehicles with Gate 4 decals into Ed building/stock lot. Any person without proper credentials must give admission ticket to the security guard on duty until other gates are opened to the public. Daily tickets must be taken, torn and half returned to presenter. No admission to general public through this gate. Workers only.

Day of Week	Date	Time	Explanation	Hours
Saturday	September 23	7:00 am to 5:00 pm	Not easily intimidated!	9.0
Sunday	September 24	9:00 am to 5:00 pm	Not easily intimidated!	8.0
Monday	September 25	8:00 am to 5:00 pm	Not easily intimidated!	13.0
Tuesday	September 26	8:00 am to 5:00 pm	Not easily intimidated!	13.0
Wednesday	September 27	8:00 am to 9:00 pm	Not easily intimidated!	13.0
Thursday	September 28	7:00 am to Midnight	Not easily intimidated!	17.0
Friday	September 29	12:00 am to 12:00 am	Not easily intimidated!	24.0
Saturday	September 30	12:00 am to 12:00 am	Not easily intimidated!	24.0
Sunday	October 1	12:00 am to 12:00 am	Not easily intimidated!	24.0
Monday	October 2	12:00 am to 12:00 am	Not easily intimidated!	24.0
Tuesday	October 3	12:00 am to 12:00 am	Not easily intimidated!	24.0
Wednesday	October 4	12:00 am to 12:00 am	Not easily intimidated!	24.0
Thursday	October 5	12:00 am to 12:00 am	Not easily intimidated!	24.0
Friday	October 6	12:00 am to 12:00 am	Not easily intimidated!	24.0
Saturday	October 7	12:00 am to 12:00 am	Not easily intimidated!	24.0
Sunday	October 8	12:00 am to 12:00 am	Not easily intimidated!	24.0
LEAVE GATE OPEN WHEN LEAVING				

GATE 5 - CARNIVAL GATE & TRAILER PARKS

(THIS GATE REQUIRES GUARD WHO IS NOT EASILY INTIMIDATE)

No one except Strates employees with 2017 James E. Strates id's are allowed to walk thru this gate. All other workers must enter through Gate 8 with proper id or admission ticket. All vehicles entering this gate must have an official 2017 Dixie Classic Fair trailer park decal.

Day of Week	Date	Time	Explanation	Hours
Sunday	September 24	12:00 pm to 12:00 am	Not easily intimidated!	12.0
Monday	September 25	12:00 am to 12:00 am	Not easily intimidated!	24.0
Tuesday	September 26	12:00 am to 12:00 am	Not easily intimidated!	24.0
Wednesday	September 27	12:00 am to 12:00 am	Not easily intimidated!	24.0
Thursday	September 28	12:00 am to 12:00 am	Not easily intimidated!	24.0
Friday	September 29	12:00 am to 12:00 am	Not easily intimidated!	24.0
Saturday	September 30	12:00 am to 12:00 am	Not easily intimidated!	24.0
Sunday	October 1	12:00 am to 12:00 am	Not easily intimidated!	24.0
Monday	October 2	12:00 am to 12:00 am	Not easily intimidated!	24.0
Tuesday	October 3	12:00 am to 12:00 am	Not easily intimidated!	24.0
Wednesday	October 4	12:00 am to 12:00 am	Not easily intimidated!	24.0
Thursday	October 5	12:00 am to 12:00 am	Not easily intimidated!	24.0
Friday	October 6	12:00 am to 12:00 am	Not easily intimidated!	24.0
Saturday	October 7	12:00 am to 12:00 am	Not easily intimidated!	24.0
Sunday	October 8	12:00 am to 12:00 am	Not easily intimidated!	24.0
Monday	October 9	12:00 am to 6:00 am	Not easily intimidated!	6.0
TOTAL HOURS				354.0

GATE 8

(THIS GATE REQUIRES GUARD WHO IS NOT EASILY INTIMIDATED)

Remember 2017: COMPLIMENTARY TICKET NO LONGER VALID FOR PARKING AT GATE 8

Fair exhibitors and concessions will be bringing in their exhibits and concession trailers so be lenient with them until opening day. Supervisor should be near this gate between 4:00 am and opening time so livestock exhibitors can have ACCESS TO ANIMALS.

Day of Week	Date	Time	Explanation	Hours
Saturday	September 23	7:00 am to 7:00 pm	Not easily intimidated!	12.0
Sunday	September 24	7:00 am to 7:00 pm	Not easily intimidated!	12.0

Monday	September 25	7:00 am to 9:00 pm	Not easily intimidated!	14.0
Tuesday	September 26	7:00 am to 10:00 pm	Not easily intimidated!	15.0
Wednesday	September 27	5:00 am to 10:00 pm	Not easily intimidated!	17.0
Thursday	September 28	5:00 am to 10:00 pm	Not easily intimidated!	17.0
Friday	September 29	5:00 am to 1:00 am	Not easily intimidated!	20.0
Saturday	September 30	5:00 am to 1:00 am	Not easily intimidated!	19.0
Sunday	October 1	5:00 am to 1:00 am	Not easily intimidated!	19.0
Monday	October 2	5:00 am to 1:00 am	Not easily intimidated!	20.0
Tuesday	October 3	5:00 am to 1:00 am	Not easily intimidated!	20.0
Wednesday	October 4	5:00 am to 1:00 am	Not easily intimidated!	20.0
Thursday	October 5	5:00 am to 1:00 am	Not easily intimidated!	20.0
Friday	October 6	5:00 am to 1:00 am	Not easily intimidated!	20.0
Saturday	October 7	5:00 am to 1:00 am	Not easily intimidated!	20.0
Sunday	October 8	6:00 am to 1:00 am	Not easily intimidated!	19.0
Monday	October 9	6:00 am to Noon	Not easily intimidated	6.0
TOTAL HOURS				290.0

GATE 12 - LIVESTOCK EXHIBITOR GATE

(THIS GATE REQUIRES GUARD WHO IS NOT EASILY INTIMIDATED)

Allow only vehicles with proper livestock show id and with proper credentials to grounds. Any person without proper credentials must present an admission ticket to security guard on duty until other gates are opened to the public. If daily ticket is presented, they must be taken, torn and half returned to presenter. No general admission through this gate. Please send any public to West Gate for admission entrance.

Day of Week	Date	Time	Explanation	Hours
Friday	September 29	7:00 am to 12:00 am	Not easily intimidated!	17.0
Saturday	September 30	6:00 am to 12:00 am	Not easily intimidated!	18.0
Sunday	October 1	7:00 am to 12:00 am	Not easily intimidated!	17.0
Monday	October 2	7:00 am to 12:00 am	Not easily intimidated!	17.0
Tuesday	October 3	7:00 am to 12:00 am	Not easily intimidated!	17.0
Wednesday	October 4	7:00 am to 12:00 am	Not easily intimidated!	17.0
Thursday	October 5	7:00 am to 12:00 am	Not easily intimidated!	17.0
Friday	October 6	7:00 am to 12:00 am	Not easily intimidated!	17.0
Saturday	October 7	7:00 am to 12:00 am	Not easily intimidated!	17.0
Sunday	October 8	7:00 am to 12:00 am	Not easily intimidated	17.0
TOTAL HOURS				171.0

SOUTH GATE - ADMISSION GATE

FOR ALL WALK IN GATES

Everyone is required to pass through turnstiles. If guard is asked to assist in taking tickets, check tickets for colors and years, tear in half and return one half to customer and place the other half in collection boxes at ticket gate. ****Guards must be in position at this post 10 minutes prior to assigned time.****

Day of Week	Date	Time	Explanation	Hours
Friday	September 29	6:00 pm to 1:00 am		7.0
Saturday	September 30	6:00 pm to 1:00 am		7.0
Sunday	October 1	8:00 pm to 12:00 am		4.0
Monday	October 2	8:00 pm to 12:00 am		4.0
Tuesday	October 3	8:00 pm to 12:00 am		4.0
Wednesday	October 4	8:00 pm to 12:00 am		4.0
Thursday	October 5	8:00 pm to 12:00 am		4.0
Friday	October 6	6:00 pm to 1:00 am		7.0
Saturday	October 7	6:00 pm to 1:00 am		7.0
Sunday	October 8	8:00 pm to 12:00 am		4.0
TOTAL HOURS				52.0

EAST GATE - ADMISSION GATE

FOR ALL WALK IN GATES

Everyone is required to pass through turnstiles. If guard is asked to assist in taking tickets, check tickets for colors and years, tear in half and return one half to customer and place the other half in collection boxes at ticket gate. ****Guards must be in position at this post 10 minutes prior to assigned time.****

Day of Week	Date	Time	Explanation	Hours
Friday	September 29	8:00 pm to 12:30 am		4.5
Saturday	September 30	8:00 pm to 12:30 am		4.5
Sunday	October 1	8:00 pm to 11:30 am		3.5
Monday	October 2	8:00 pm to 11:30 am		3.5
Tuesday	October 3	8:00 pm to 11:30 am		3.5
Wednesday	October 4	8:00 pm to 11:30 am		3.5
Thursday	October 5	8:00 pm to 11:30 am		3.5
Friday	October 6	8:00 pm to 12:30 am		4.5
Saturday	October 7	8:00 pm to 12:30 am		4.5
Sunday	October 8	8:00 am to 11:30 am		3.5
TOTAL HOURS				39.0

WEST GATE-ADMISSION GATE

FOR ALL WALK IN GATES

Everyone is required to pass through turnstiles. If guard is asked to assist in taking tickets, check tickets for colors and years, tear in half and return one half to customer and place the other half in collection boxes at ticket gate. ****Guards must be in position at this post 10 minutes prior to assigned time.**** **On Wednesday 9/27 person must have exhibits to enter. New**on both Saturdays during the fair, the guard will direct farmers market traffic to the Shore Fair lot.**

Day of Week	Date	Time	Explanation	Hours
Wednesday	September 27	8:00 am to 7:00 pm	Exhibitors Entries	11.0
Friday	September 29	9:30 pm to 12:00 am		2.5
Saturday	September 30	9:30 pm to 12:00 am		2.5
Sunday	October 1	9:30 pm to 12:00 am		2.5
Monday	October 2	9:30 pm to 12:00 am		2.5
Tuesday	October 3	9:30 pm to 12:00 am		2.5
Wednesday	October 4	9:30 pm to 12:00 am		2.5
Thursday	October 5	9:30 pm to 12:00 am		2.5
Friday	October 6	9:30 pm to 12:00 am		2.5
Saturday	October 7	9:30 pm to 12:00 am		2.5
Sunday	October 8	9:30 pm to 12:00 am		2.5
TOTAL HOURS				36.0

NORTHWEST GATE - ADMISSION GATE

FOR ALL WALK IN GATES

Everyone is required to pass through turnstiles. If guard is asked to assist in taking tickets, check tickets for colors and years, tear in half and return one half to customer and place the other half in collection boxes at ticket gate. ****Guards must be in position at this post 10 minutes prior to assigned time.****

Day of Week	Date	Time	Explanation	Hours
Friday	September 29	8:00 pm to 1:00 am		5.0
Saturday	September 30	8:00 pm to 1:00 am		5.0
Sunday	October 1	8:00 pm to 12:00 am		4.0
Monday	October 2	8:00 am to 12:00 pm		16.0
Tuesday	October 3	9:00 pm to 12:00 am		3.0
Wednesday	October 4	9:00 pm to 12:00 am		3.0
Thursday	October 5	9:00 pm to 12:00 am		3.0
Friday	October 6	9:00 pm to 1:00 am		4.0
Saturday	October 7	9:00 pm to 1:00 am		4.0
Sunday	October 8	9:00 pm to 12:00 am		3.0
TOTAL HOURS				50.0

COMMAND POST/SERVICE GATE

THIS GATE REQUIRES GUARD WHO IS NOT EASILY INTIMIDATED

Allow only vehicles with service gate & command post mirror tags access to grounds. After fair officially opens, **no vehicle except for emergency vehicles and command post entertainer/stock truck tags are allowed in stock lot parking area only.** Any person without proper credentials must wait until gate are open to the public to pay admission fee. If daily admission tickets are presented, they must be taken, torn and half returned to presenter. ****October 8th, Sunday night after close, guard will open this gate to allow vendors to exit.**

Day of Week	Date	Time	Explanation	Hours
Monday	September 25	8:00 am to 8:00 pm	Not easily intimidated!	12.0
Tuesday	September 26	8:00 am to 8:00 am	Not easily intimidated!	12.0
Wednesday	September 27	8:00 am to 8:00 am	Not easily intimidated!	12.0
Thursday	September 28	8:00 am to 7:00 am	Not easily intimidated!	23.0
Friday	September 29	7:00 am to 12:00 am	Not easily intimidated!	17.0
Saturday	September 30	12:00 am to 12:00 am	Not easily intimidated!	24.0
Sunday	October 1	12:00 am to 12:00 am	Not easily intimidated!	24.0
Monday	October 2	12:00 am to 12:00 am	Not easily intimidated!	24.0
Tuesday	October 3	12:00 am to 12:00 am	Not easily intimidated!	24.0
Wednesday	October 4	12:00 am to 12:00 am	Not easily intimidated!	24.0
Thursday	October 5	12:00 am to 12:00 am	Not easily intimidated!	24.0
Friday	October 6	12:00 am to 12:00 am	Not easily intimidated!	24.0
Saturday	October 7	12:00 am to 12:00 am	Not easily intimidated!	24.0
Sunday	October 8	12:00 am to 12:00 am	Not easily intimidated!	24.0
Monday	October 9	12:00 am to 6:00 am	Not easily intimidated!	6.0
TOTAL HOURS				298.0

GATE 28 - HOME & GARDEN LOT/FAIR OFFICE

Let independent concessionaires on grounds until they have permits from office and lot man. Fair exhibitors will be bringing in their exhibits so be lenient with them. Only vehicles with proper identification will be allowed to enter after fair opens. After fair officially opens, any person without proper credentials must pay admission fee to the ticket seller on duty until gate opens to the public. All people other than exhibitors entering this gate should have proper credentials for admission. If they do not, please inquire by phone to the office if there is any doubt. Follow instructions given by supervisor. All livestock exhibitors will enter Gate 8 & 12 (Goodwill - south parking lot street after animals are initially received.)

Day of Week	Date	Time	Explanation	Hours
Friday	September 29	7:00 am to 11:00 pm		16.0
Saturday	September 30	7:00 am to 11:00 pm		16.0
Sunday	October 1	8:00 am to 11:00 pm		15.0
Monday	October 2	8:00 am to 11:00 pm		15.0
Tuesday	October 3	8:00 am to 11:00 pm		15.0
Wednesday	October 4	8:00 am to 11:00 pm		15.0
Thursday	October 5	8:00 am to 11:00 pm		15.0
Friday	October 6	8:00 am to 11:00 pm		15.0

Saturday	October 7	7:00 am to 11:00 pm		16.0
Sunday	October 8	8:00 am to 11:00 pm		15.0
TOTAL HOURS				153.0

GRANDSTAND & TRACK ENTRANCE

Guard is to protect equipment and participants performing. **During motor sports events guard will help track entrance guard with traffic.**

Day of Week	Date	Time	Explanation	Hours
Friday	September 29	5:30 pm to 10:00 pm	4.5 GST and 4.5 Track	9.0
Saturday	September 30	5:30 pm to 10:00 pm	4.5 GST and 4.5 Track	9.0
Sunday	October 1	6:30 pm to 9:00 pm	GST	2.5
Monday	October 2	6:00 pm to 9:00 pm	GST	3.0
Tuesday	October 3	6:00 pm to 9:00 pm	GST	3.0
Wednesday	October 4	6:00 pm to 9:00 pm	GST	3.0
Thursday	October 5	5:30 pm to 10:00 pm	4.5 GST and 4.5 Track	9.0
Friday	October 6	5:30 pm to 10:00 pm	4.5 GST and 4.5 Track	9.0
Saturday	October 7	1:30 pm to 10:00 pm	Track	8.5
Sunday	October 8	6:30 am to 9:00 pm	Track	2.5
TOTAL HOURS				58.5

PATROL CAR

The guard (Company Police w/arrest authority) assigned to patrol the fairgrounds should be looking for **unauthorized people** and **remove them from fairgrounds** during the time the fair is not in full operation. He/she will also be responsible to see that all external and internal gates are secured and lights turned off per instructions from fair management. Keep moving - random pattern of patrol.

Day of Week	Date	Time	Explanation	Hours
Saturday	September 23	4:00 pm to 12:00 pm	Park at Antiques	20.0
Sunday	September 24	4:00 pm to 8:00 am	Park at Antiques	16.0
Monday	September 25	6:00 pm to 8:00 am	Park at Antiques	14.0
Tuesday	September 26	6:00 pm to 8:00 am	Park at Antiques	14.0
Wednesday	September 27	6:00 pm to 12:00 am	Park at Antiques	6.0
Thursday	September 28	12:00 am to 8:00 am	Park at Antiques	8.0
Friday	September 29	12:00 am to 8:00 am	Park at Antiques	8.0
Saturday	September 30	12:00 am to 8:00 am	Park at Antiques	8.0
Sunday	October 1	12:00 am to 8:00 am	Park at Antiques	8.0
Monday	October 2	12:00 am to 8:00 am	Park at Antiques	8.0
Tuesday	October 3	12:00 am to 8:00 am	Park at Antiques	8.0
Wednesday	October 4	12:00 am to 8:00 am	Park at Antiques	8.0
Thursday	October 5	12:00 am to 8:00 am	Park at Antiques	8.0
Friday	October 6	12:00 am to 8:00 am	Park at Antiques	8.0
Saturday	October 7	12:00 am to 8:00 am	Park at Antiques	8.0

Sunday	October 8	12:00 am to 8:00 am	Park at Antiques	8.0
TOTAL HOURS				158.0

FENCE GUARDS

Location of fence guards will be determined by fair manager and supervisor in charge of security during fair. Please check with office on a daily basis.

1 GUARD W/ GOLF CART

September 29 thru October 9 (4 hrs for 10 days) 8:00 pm to 12:00 pm 40.0 Hours

PARKING LOT GUARDS- GATE 8 LOT

Two (2) guards at all times: one (1) guard to be in upper part of lot and one(1) in lower part of lot to help direct parking of vehicles. **Must have 10-12 seat golf cart available to help transport special needs patrons, entertainers, contest entrants, employees and other vendors/individuals carrying cash from bottom of parking lot. Help with motorsport traffic and parking in Home & Garden and office lot.**

Day of Week	Date	Time	Explanation	Hours
Friday	September 29	10:00 am to 9:00 pm	2 guards at all times	11.0
Saturday	September 30	7:00 am to 9:00 pm	2 guards at all times	14.0
Sunday	October 1	10:00 am to 9:00 pm	2 guards at all times	11.0
Monday	October 2	10:00 am to 9:00 pm	2 guards at all times	11.0
Tuesday	October 3	10:00 am to 9:00 pm	2 guards at all times	11.0
Wednesday	October 4	10:00 am to 9:00 pm	2 guards at all times	11.0
Thursday	October 5	10:00 am to 9:00 pm	2 guards at all times	11.0
Friday	October 6	10:00 am to 9:00 pm	2 guards at all times	11.0
Saturday	October 7	7:00 am to 9:00 pm	2 guards at all times	14.0
Sunday	October 8	10:00 am to 9:00 pm	2 guards at all times	11.0
TOTAL HOURS				116.0

SHORE FAIR LOT

Guard will need to work with George Weston w/Strates shows during carnival move-in. One (1) guard to prevent unauthorized parking and unauthorized people in lot. **(no vehicles with gasoline on lot. Trailers only with non-flammable material. No cars! Gate must be locked at all times!!! Farmers market will be held from 7:00 am to 12:00 pm with vendors arriving at 6:00 am on both Saturdays. Farmers market customers must remove vehicle from lot once shopping is done. Do not allow Farmers Market customers to walk across the street to enter fair. Any vehicle left in lot will be towed after 1:00 pm on both Saturdays.**

Day of Week	Date	Time	Explanation	Hours
Saturday	September 23	6:00 am to 2:00 pm	Farmers Market	8.0
Friday	September 29	9:00 am to 9:30 pm		12.5
Saturday	September 30	6:00 am to 2:00 pm	Farmers Market	8.0
Saturday	October 7	6:00 am to 2:00 pm	Farmers Market	8.0
TOTAL HOURS				36.5

All hours listed above could be subject to changes at the direction of Fairgrounds Staff.

GRAND TOTAL HOURS for 2017

2,332.0 HOURS

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SECTION I - INSTRUCTIONS TO PROPOSERS

1.0 PREPARATION OF PROPOSAL

All proposals should be complete and carefully worded and must convey all of the information requested by the City. If errors or exceptions are found in the Offeror's proposal, or if the proposal fails to conform to the requirements of the RFP, the City will be the sole judge as to whether that variance is significant enough to reject the proposal.

Proposals should be prepared simply and economically. All data, materials, and documentation shall be available in a clear, concise form. The City reserves the right to reproduce proposals for internal use in the evaluation process.

All proposals shall provide a straight forward, concise description of the Offeror's ability to satisfy the requirements of the RFP.

If any proposal includes any comment(s) over and above the specific information requested in this RFP such comment(s) must be included as a separate appendix to such proposal.

The Offeror is solely responsible for all costs and expenses associated with the preparation of their response and of any supplementary presentation (including any oral presentation) requested by the City.

Proposals must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the proposal. The type of organization of the Offeror whether individual, partnership, corporation, or joint venture among any types of entities shall be stated. Any affiliations, parent-subsidary relationships, and corporate identities must be fully disclosed and clearly explained.

1.1 PROPOSER QUESTIONS AND INQUIRIES

Questions or inquires relative to this RFQ must be submitted **in writing only** to Jerry Bates, City/City Purchasing Director, 101 North Main Street, Winston-Salem, NC 27101 or e-mail: jerryjb@cityofws.org (**Email is preferred**). Fax: (336) 727-2443. **All inquiries must be made by 12:00 noon, Wednesday, August 2, 2017.** The City will provide written responses to all inquiries received by this date, and responses will be made available to all recipients of this RFP. Any oral responses made by any representative of the City may not be relied upon. Any supplements or amendments to this RFP will be in writing and furnished to potential bidders.

1.2 RFP RESPONSE SUBMISSION

This entire set of documents constitutes the RFP. The proposer must return the RFP with all information necessary to properly analyze the proposer's response in full, in the same numerical order in which it was issued. Proposer's notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFP text is followed. **All proposals marked Security Services-Dixie Classic Fair shall be returned in a sealed container/envelope containing one original (please mark document as original) proposal showing original signatures and seals, and two (2) copies of the complete proposal, and submitted to the City/City Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC, no later than 12:00 Noon, Wednesday, August 9, 2017. Late proposals will not be considered.**

The City of Winston-Salem reserves the right to reject any or all proposals and to negotiate the final terms of any proposal. Issuance of this RFP does not guarantee a contract will be awarded to any proposer. The City of Winston-Salem staff anticipates making a decision within 30 days of the proposal due date.

SECTION 2 – QUALIFICATIONS / SCOPE OF WORK

2.0 QUALIFICATIONS

The security contractor is required to be able to furnish sworn company police officers certified by the state of North Carolina. It shall be noted that the City of Winston-Salem places great emphasis on customer service and the officers supplied to the City may be the first point of contact for many visitors to the fairgrounds. It is mandatory that a combination of security and customer service at the highest level be provided by the contracted security officers. The city will reserve the right in the contract to require the immediate removal and replacement of any officer(s) not meeting these requirements.

General Information Required:

1. Description and history of the firm
2. Length of time established in the Triad area
3. Three references having contracts similar to the services requested in this RFP. (Name of contact, client's contact information, type of services provided)
4. Experience and qualifications of the management and supervisory staff to be assigned to this contract
5. Current number of company police officers, armed guards, and other guards employed by your firm
6. A schedule and list of training courses provided to officers by your firm
7. Ability of your firm to immediately respond to unanticipated and temporary security needs including but not limited to the unexpected absence of an assigned officer

Any other information which would assist the City of Winston-Salem in evaluating your firm

SECTION 3 – GENERAL TERMS AND CONDITIONS

3.0 SELECTION PROCESS / PROPOSAL EVALUATIONS

Following the deadline for submittal of proposals, a selection committee comprised of the City of Winston-Salem's management will review, analyze and rank all Offerors based on their response to the information requested.

The City reserves the right to finalize a Contract based on all factors involved in the written qualifications submittal without further discussion or interviews.

The City may request oral presentations or discussions with any or all Offerors for the purpose of clarification or to amplify the material presented in any part of the proposal. However, Offerors are cautioned that this provision is not mandatory; therefore, all proposals, both cost and technical, should be complete and concise and reflect the most favorable terms available from the Offeror.

The selection committee comprised of the City of Winston-Salem's management may conduct discussions with the firm(s) submitting responses regarding the contract and shall select from among them the firm(s) deemed most qualified to provide the required services. At the discretion of the City, the discussions with the firm(s) may consist of written questions and responses, and/or personal interviews with members of the firm(s). If personal interviews are required by the City, the persons proposed to be responsible for performing the work required herein shall

attend the interview. If requested, firms should be prepared to submit financial status information, which shall be held in confidence.

A selection committee will evaluate each Offeror's proposal and rank each firm on the basis of the criteria provided below. The City reserves the right to request a limited number of firms to appear for oral interviews in order to further evaluate qualifications.

(Note: These criteria are not necessarily listed in order of importance.)

1. Experience of Offeror providing security to similar public facilities.
2. Previous experience to include any experience with the Triad.
3. Qualifications of management personnel assigned to the Contract (Include Resume).
4. Sample of training programs and Standard Operating Procedures of the proposing firm.
5. Offeror's level of sophistication for reporting on post confirmation, availability of management to respond to the City needs and contact information, accessibility of management for emergency needs.
6. Cost: Include employee pay (**hourly rate**) specifically detailed to include armed guards, supervisory personnel, and all equipment necessary to accomplish the security tasks including radios as listed in the security facility equipment description.

3.1 AWARD

Award shall be made to the responsible Offeror whose proposal is determined to be the most advantageous to the City, taking into consideration the evaluation factors set forth in this RFP

3.2 CONTRACT PERIOD

The contract period will commence on or before September 1, 2017 through August 30, 2018. The contract may be extended for as many as one (1) additional twelve (12) month periods, provided that both parties are in agreement and funds are made available for this purpose. If the contract is extended the contract price may be adjusted by an amount not to exceed the Consumer Price Index as reported in the latest available Consumer Price Index for All Urban Consumers as reported on the U.S. Department of Labor Bureau of Labor Statistics website at the time the extension is pursued. The City of Winston-Salem will reserve the right to cancel the contract without prejudice by providing a thirty (30) day written notice.

3.3 OFFERORS' REPRESENTATIONS

Each Offeror by submitting a proposal represents that:

- A. The Offeror has read and understands this RFP including all specifications and attachments
- B. The Offeror has reviewed the RFP, has become familiar with the local conditions under which the work is to be performed, and has correlated personal observations with the requirements of the proposed Contract Documents.
- C. The proposal is based on the terms, materials, systems and equipment required by this RFP, without exception.
- D. The Offeror is qualified to provide the services and equipment required under this RFP and, if awarded the contract, will do so in a professional, timely manner using successful Offeror's best skill and attention.

3.4 OFFERORS' RESPONSIBILITY

Each Offeror shall fully acquaint itself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this RFP. The failure or omission of the Offeror to acquaint itself with existing conditions shall in no way relieve it of any obligation with respect to the proposal submitted by the Offeror or to any contract resulting from this RFP.

3.5 CONDITIONS AFFECTING THE WORK

The successful Offeror shall be responsible for having taken steps reasonably necessary to ascertain the nature and location of the work, and the general and local conditions which can affect the work or the cost thereof. Any failure by the successful Offeror to do so will not relieve the Offeror from the responsibility for successfully performing the work without additional expense to the City. The City assumes no responsibility for any understanding or representations concerning conditions made by any of its officers, agents or consultants prior to the submission of a proposal or the execution of any contract related thereto, unless such understandings or representations by the City are expressly stated in the Contract Documents

3.6 DISCLAIMER OF LIABILITY

The Offeror hereby releases and forever discharges the City, its agents, officers, officials, and employees, from any and all claims, demands, expenses, costs and liabilities of any kind or nature directly or indirectly related to any personal injury and/or property damage arising out of the performance of the Service, except those claims that result from the sole negligence of the City or a City employee acting within the scope of the employment. The Offeror shall indemnify, defend and hold harmless the City, its agents officers, officials, and employees from and against any and all claims, demands expenses, costs and liabilities of any kind or nature, directly or indirectly caused by, arising out of, or related to the intentional, negligent or reckless acts or omissions of the Offeror, and its agents or employees, in the performance of these services.

3.7 INSURANCE REQUIREMENTS

The successful Offeror, at its own expense, shall at all times during the term of the Contract, maintain insurance as required herein (see General Insurance Forms) and previously incorporated by reference. The City shall not execute the Contract until the successful Offeror has submitted acceptable Insurance Certificate(s), which must be submitted within ten (10) business days of receipt of the Notice of Award, and which reflect that the required coverage is in place and that all premiums have been paid. The City may contact the successful Offeror's insurer(s) or insurer(s)' agent(s) directly at any time regarding the successful Offeror's coverage, coverage amounts, or other such relevant and reasonable issues related to this Contract. The City must be advised immediately of any changes in required coverage.

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