

1. **DUTIES** The successful bidder agrees to provide Armed Security Services for its Poplar Bluff campus. As such, successful bidders will provide the following:
 - A. Current Missouri P.O.S.T. (Police Officer Standard and Training) Certified officers to serve in the roll(s) of security for the Poplar Bluff campus of Three Rivers College.
 - B. Management team(s) to coordinate staff assignments, evaluate activities and redeploy security efforts as needed.
 - C. Provide security based upon a “community policing” based concept which provides a welcoming atmosphere throughout the college community while attempting to deter opportunities for criminal activity in that same open environment.
 - D. Maintain officer staffing who are current, or will become certified, in CPR, First Aid and AED certifications and provide training of the same.
 - E. Provide officers who have completed or are planning to obtain an SRO (School Resource Officer) certification.
 - F. Title IX compliance and training.
 - G. Clery Act compliance and training.
 - H. Active Shooter Training for the campus community.
 - I. A web-based reporting system which can be shared and utilized by TRC Safety Personnel for the purpose of retrieval of information for various needs, including statistical information for compliance with Clery Act requirements.
 - J. Ongoing statistical information and work with college safety personnel to constantly adjust security efforts based upon recent activities.
 - K. All matching uniforms and equipment for personnel that is required to complete their assigned tasks.
 - L. Security Officers from 7:00 am until 10:00 pm Monday through Thursdays and 7:00 am until 5:00 pm on Fridays and all other days and times as situation(s) require based upon an agreed hourly rate.

2. **SUCCESSFUL BIDDER RESPONSIBILITIES** The successful bidder agrees to the following responsibilities:
 - A. Acquire and maintain all necessary licenses applicable to the duties to be performed.
 - B. Provide delivery.
 - C. Provide all necessary installation and setup
 - D. Provide all tools and equipment necessary, as required by Three Rivers.

3. **THREE RIVERS COLLEGE RESPONSIBILITIES** The College agrees to grant the successful bidder access to the College during the College’s regular operating hours and additional mutually agreed upon times for the purpose of providing armed security services.

4. **ADDITIONAL WORK** Any additional work to be performed that is not included in this agreement shall be priced to the College by the successful bidder on a case-by-case basis. Any additional work outside of this agreement must be approved by the College prior to execution of such additional work.
5. **EQUAL EMPLOYMENT OPPORTUNITY** The successful bidder agrees to adhere to the provision for equal employment opportunity and payment of not less than the minimum prevailing wage specific to construction jobs over \$75,000.00 and the area based on current prevailing wage determination. Certified payrolls will be required by the College prior to release of any payment to the successful bidder if applicable.
6. **NONDISCRIMINATION AND EQUAL OPPORTUNITY** The College commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, sexual orientation, disability, age, gender, or national origin.
7. **SECURITY** The successful bidder agrees to adhere to the following security requirements:
 - A. The successful bidder will be responsible for enforcing the policies and regulations of the College, the laws of the City of Poplar Bluff, the State of Missouri and/or the United States of America as personnel are licensed.
 - B. In addition to any other security rules and regulations, the successful bidder shall inform their employees or agents of the following:
 - i. No dangerous drugs, or other prohibited substances, including alcohol, are allowed on campus.
 - ii. All keys to the building will be furnished by Public Safety to the successful bidder or their employees, if applicable. All keys shall be returned to Public Safety upon request. A charge will be assessed for each key not returned.
 - iii. The successful bidder will be responsible for the cost of key replacement, re-keying, or lock replacement when the successful bidder or employees of the successful bidder are negligent in this regard.
8. **INSURANCE REQUIREMENTS** The successful bidder is required to supply the College with a Certificate of Insurance issued by an insurance company that is licensed to do business in the State of Missouri and acceptable to the College.
 - A. All insurance will be written through an insurance company that is licensed to do business in the State of Missouri and acceptable to the College.
 - B. The successful bidder will furnish the College with a Certificate of Insurance upon Notice of Award or presentation of Contract.
 - C. Proof of the following Insurance types with limits not less than statutory requirements:

- i. General Liability
 - ii. Automobile Liability
 - iii. Umbrella Liability
 - iv. Workman's Comp
9. **CONTRACTOR** It is mutually understood and agreed that, where applicable to the terms and conditions set forth in this agreement, an independent contractor relationship is being established between the successful bidder and the College.
 - A. The employees of the successful bidder are not, nor shall be deemed to be, employees of the College.
 - B. The employees of the College are not, nor shall be deemed to be, employees of the successful bidder.
 - C. The successful bidder acknowledges that they are an independent contractor and are not an agent, partner, joint venture nor employee of College.
 - D. The successful bidder shall have no authority to bind or otherwise obligate the College in any manner nor shall the successful bidder represent to anyone that they have a right to do so.
10. **DAMAGE TO COLLEGE PROPERTY** The successful bidder shall be respectful of the College's property and shall report any damage as follows:
 - A. The successful bidder shall be responsible for the repair and replacement of any damage to College property caused by the misuse or negligence of the successful bidder or their employees.
 - B. The successful bidder is responsible for reporting, in writing, within 72 hours the occurrence of damage to College property.
 - C. Failure to report the damage within the specified time may be cause for termination of this contract.
11. **BID ACCEPTANCE** The College reserves the right to accept or reject the successful bid in part or in entirety and to waive any irregularities in the bid process.
 - A. The successful bidder agrees to grant the College the right to accept or reject their proposal in part or in entirety.
 - B. The College reserves the right to accept or reject labor only, materials only, or a combination of both labor and materials from any and all bids at the College's discretion.
12. **PROPOSAL** The successful bidder shall supply the College with their proposal meeting the requirements included in this agreement. The proposal must include the following:
 - A. A brief introduction and summary of your company.
 - B. If applicable, a notation of "entirety" if the bid is not to be accepted or rejected in part.

- C. A list of any applicable certifications that your company holds.
- D. Three references from upstanding businesses with similar needs to those of the College.
- E. A certificate of insurance listing at least the required insurance minimums.
- F. Price proposal outlining the cost of the services defined in this agreement broken down as follows:

i. Annual Cost \$_____

ii. Additional Work Unit Cost \$_____