

**VENTURA PORT DISTRICT
VENTURA, CALIFORNIA**

NOTICE INVITING BIDS

**REQUEST FOR PROPOSAL
VENTURA HARBOR VILLAGE AND MARINA SECURITY SERVICES**

- I. **NOTICE IS HEREBY GIVEN** that sealed bids will be received by the Ventura Port District, Ventura, California, for furnishing all plant, labor, services, materials, tools, equipment, supplies, transportation, utilities, and all other items and facilities necessary therefore, for unarmed security services for the Ventura Harbor Village and Marina.

- II. **DATE OF OPENING BIDS** – Bids must be filed with the Ventura Port District at the office of the Ventura Port District, 1603 Anchors Way Drive, Ventura, California, 93001, no later than **Thursday, June 13, 2024, by 11:00 AM**, at which time and place the bids will be publicly opened and read aloud. Bids shall be submitted in sealed envelopes marked on the outside, "Ventura Harbor Village and Marina Security Services."

- III. **LOCATION OF WORK** – The work is located at Ventura Harbor Village and Marina, 1431 Spinnaker Drive to 1691 Spinnaker Drive, approximately one-half mile north of the Santa Clara River and westerly of Harbor Boulevard in the City of San Buenaventura.

- IV. **DESCRIPTION OF WORK** – The work consists of:
 1. Provide a security services guard to patrol the premises, including Ventura Harbor Village, adjacent marina areas, and adjoining parking sectors to:
 - a. Be a courteous but firm representative of the District in providing security.
 - b. Provide escorts to vehicles after hours if requested.
 - c. Wear a professional uniform and be equipped with at least one form of communication to request assistance or report emergencies, such as a phone or handheld radio.
 - d. Providing routine checks on building doors and windows to ensure all are securely locked. Preferred method would include use of "Tag-In"
 - e. Enforcing DISTRICT Ordinances and policies.
 - f. Engage Harbor Patrol and/or Ventura Police as needed.
 - g. Perform after-hours parking enforcement, including issuing warnings or electronic parking citations. (Citations & Equipment Will Be Provided)
 - h. Observe and report any and all suspicious activity in the Village parking sectors.
 - i. Provide a daily electronic report outlining any issues, incidents, or contacts made each shift. Examples: thefts, vandalism, fire, medical aid, accidents, trespass, criminal activity, and/or other noteworthy item no listed.
 - j. Inform the Harbor Patrol or Senior Harbor Patrol Officer if any significant event occurs during the shift, i.e., a fire, major accident, vessel distress, etc.
 - k. Utilize technology and/or devices to confirm patrols are being done throughout identified areas during each shift. The preferred technology

would include a system of “Check-In” and electronic time-stamp confirmation for each designated location.

2. The base scope of work includes providing security services:
 - a. Vendor provided vehicle with company markings and warning lights.
 - b. 1 Security Staff daily from 22:00 to 06:00 through June 30, 2025.
 - c. 1 Security Staff (Saturday & Sunday) from 14:00 to 22:00 through June 30, 2025.
 - d. 1 Security Staff Daily During a continuous 45-Day Period from 1400-2200. (Nov-Dec)
 - e. Ability to Provide Multiple Security Staff for Special Events throughout the year. (30 days advanced notice will be given before the requested date/dates)
 3. The selected firm will also be required to provide security services on an ad-hoc basis. The selected firm shall be required to fill requests when given at least two weeks' notice. Where notice from the District is shorter, providing ad-hoc security services shall not be mandatory, but it is still desirable. These additional shifts could mean the selected firm may be providing more than one security guard per shift and/or day.
 4. The term of this contract with the selected entity will be through June 30, 2025, and will consist of one person per shift. Termination of the contract will be allowed by both parties with 30 days' written notice.
- V. OPTIONAL PRE-BID CONFERENCE** – An optional pre-bid conference will be conducted at the site at **10:00 AM on Thursday, June 6, 2024**. The meeting location will be in the parking lot near 1449 Spinnaker Drive. At this time, bidders may tour the facilities and ask the district staff questions. None of the information transmitted in this meeting will be construed in any way to modify this request for proposals.
- VI. REQUIREMENTS FOR RFP RESPONSE** – Proposals should include statements of qualifications concisely describing the organization's capabilities, including the following:
1. A track record of providing successful security services for private companies and governmental agencies.
 2. A list of references, including contact names and phone numbers.
 3. Detailed summary of responding entity or organization.
 4. Insurance credentials.
 5. A one-page statement of any other relevant factors that the DISTRICT should consider in evaluating the proposal.
 6. A proposed cost estimate is based on an hourly rate and per 8hr shift.
- VII. REVIEW & SELECTION PROCESS**
- The DISTRICT reserves the right to reject any or all proposals submitted. The DISTRICT reserves the right to compare the relative merits of the respective bids and to choose which, in the opinion of the DISTRICT, will best serve the interests or needs of the DISTRICT.

During the evaluation process, the DISTRICT reserves the right to request additional information or allow corrections of errors or omissions.

The DISTRICT reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

It is anticipated the selection of the security services firm will be completed by June 30, 2024.

VIII. BACKGROUND

The District is the owner/operator of Ventura Harbor and Ventura Harbor Village. The Harbor is a 274-acre, multiple-use recreational and commercial fishing small craft harbor. Ventura Harbor is a premier recreational harbor in Ventura County offering a variety of amenities for boater enthusiasts and visitors, including easy access to the Channel Islands, recreational fishing activities, boatyards, fuel docks, tours, rentals, cruises, yacht clubs, and public launch ramp. Ventura Harbor has five marinas with 1,500 boat slips.

Ventura Harbor Village is a vibrant mixed-use seaside attraction with boutiques, art galleries, waterfront restaurants, entertainment venues, Island Packer's whale watching and island tours, monthly and seasonal events, harbor boat tours, and more. The Ventura Harbor is also home to the Channel Islands National Park Headquarters and Visitor Center, and it is one of the largest offloading harbors for squid.

IX. CONTACT INFORMATION

If you have questions, please contact John Higgins, Harbormaster at (805) 947-7903 or via email at jhiggins@venturaharbor.com , Monday through Friday, 8:00 AM to 5:00 PM.