



Request for Proposals
Security Guards for
Buncombe County Health and Human Services
November 21, 2024

I. Introduction

Buncombe County Health and Human Services is seeking proposals from qualified organizations to provide security personnel for its main location at 40 Coxe Avenue, Asheville, NC 28801.

II. Scope of Work

Provide a team of unarmed security guards to perform the assigned duties of opening, closing, patrolling, and observing 40 Coxe Avenue and the Sears Alley Parking Deck located beside it.

The total amount of time per week will be approximately 120 hours. Over the course of the contract, additional hours or security personnel may be added to this or other locations.

One guard is required for each of the three overlapping shifts per day. Shift times are Monday through Friday from 6 A.M. to 2 P.M., 10 A.M. to 6 P.M., and 12 P.M. to 8 P.M. An on-site supervisor will not be required. Each guard will be provided with a cell phone for communication, and guards will have access to security cameras. Workers will receive training on blood-borne pathogens and training in the administration of Naloxone.



III. Questions

All inquiries and questions concerning this RFP shall be directed in writing via email to the Procurement Agent, Nina Alexander, at nina.alexander@buncombecounty.org with the subject line:

“RFP: Security Guards for HHS Questions”

Deadline to submit questions: **12/2/2024 at 5:00 PM.**

Answers will be posted in the form of an addendum by **12/10/2024.**

IV. Proposals

Proposals shall contain the hourly rate of three guards to overlap in coverage to cover building hours of 6 A.M. to 8 P.M. Monday through Friday daily, to be located at the 40 Coxe location, any additional charges Buncombe County will incur, and the cost to add any additional security as needed.

Indicate whether the guards have training in CPR and/or First Aid.

V. Submission of Proposals

Proposals will be received until **2:00 PM, 12/17/2024.** All proposals may be electronically submitted via email and properly identified with the subject:

“RFP: Security Guards for HHS Proposal”

Proposals must be submitted no later than the time and date specified.

Email proposals to: Nina Alexander, Procurement Agent

Email: nina.alexander@Buncombecounty.org

The County’s capacity for email attachments is 9mb. It is the bidder’s responsibility to ensure the proposal is received prior to the proposal acceptance time. Late proposals will not be accepted.



Request for Proposals

VI. Limitations

This Request for Proposal does not commit Buncombe County to award a contract. The County reserves the right to accept or reject all or any part of any proposal, waive informalities and award the contract to best serve the interest of the County.

VII. Term

This contract will be for three years, beginning **July 1, 2025**, with the option to renew annually.

