

REQUEST FOR PROPOSALS FOR THE PROVISION OF

SECURITY GUARD SERVICES

The Korean Cultural Center in Los Angeles (hereinafter referred to as the 'KCCLA') invites qualified proposers from private security companies to providing Security Guard Services for its premises of the KCCLA located at 5505 Wilshire Blvd, Los Angeles, CA 90036.

1. PROJECT NAME

THE PROVISION OF SECURITY GUARD SERVICES FOR THE Korean Cultural Center in Los Angeles

2. THE TERM OF THE AGREEMENT

It is the intent of the KCCLA to award an agreement for services (Agreement) to the proposer with the highest score, based on the evaluation criteria outlined herein. The base term of the Agreement shall be for a one (1) year period beginning in July 2025. This Agreement maybe renewed annually upon both parites' written consent.

3. SCOPE OF SERVICES

☐ The contractor will be responsible for providing the following services at a minimum; however, the proposer may include additional services in their proposal:

- To provide one security guard to be stationed at the Wilshire Boulevard entrance on the first floor of KCCLA during the regular operating hours (Monday to Friday, 9AM to 5PM, 8 hours per day) & (Saturday, 9AM to 1PM), excluding U.S. federal holidays and the four major Korean national holidays.

- To provide one security guard to be stationed at the KCCLA parking lot during evening and weekend events (up to 10 events per events per month, approximately 70 events per year). A monthly duty schedule shall be provided in advance (by the end of the preceding month).
- To provide an on-site security guard who is bilingual in Korean and English.
- To provide competent security guards who are adequately trained and disciplined with excellence and integrity;
- To ensure the effective implementation of the security policies and procedures of the KCCLA;
- To maintain command and communication channels on an around-the-clock basis with the KCCLA;
- To provide full and timely reports on any security issues, including misbehaviors, accidents or incidents that may occur on the premises of the KCCLA;
- To make daily reports, in a full and timely manner, on any security issues, including abnormalities, misbehaviors, accidents, or incidents

☐ Security guard services shall include, but not be limited to, the following:

- To manage access control and security for visitors to KCCLA, as well as to provide general assistance and guidance within the building to visitors.
- To manage the parking lot and provide general assistance to visitors during weekend and evening events.
- To identify and report security and safety violations, and to implement immediate remedial measures;
- To secure and manage all lost and found items in their original condition and dispose of them in accordance with relevant laws and regulations;
- To maintain records pertaining to the performance of security duties;
- To take prompt action to prevent or minimize losses, accidents, fires,

- property damage, safety hazards, and security incidents;
- To operate and maintain the security devices of the KCCLA as instructed, submit written reports on any abnormalities or malfunctions, and recommend repairs as necessary.

4. TOTAL BUDGET

Budget : Provide affordable budget including all additional taxes, fees and surcharges

5. DEADLINE FOR SUBMITTING THE PROPOSAL

Proposal should be received by 11:59 p.m. on July 21st (PDT) via email to seung822@kccla.org

6. AWARD PROCEDURE

- ☐ The highest scored Proposer shall be awarded a contract by KCCLA.
- ☐ The KCCLA will evaluate the proposal (80%) and the cost (20%). A written notice will be made to the successful Proposer.
- ☐ Any decision with regard to the award will be made at the sole discretion of the KCCLA.

7. QUALIFICATION REQUIREMENTS OF THE PROPOSER

- ☐ To submit proposal to the KCCLA prior to the deadline.

- ☐ To operate and maintain a permanent office within the Los Angeles County.
- ☐ To have been properly registered and authorized by relevant authorities to provide security services. Registration and authorization must be valid during the period of contract.
- ☐ To possess a minimum of three years of professional experience in providing security personnel and related services in the State of California and to have successfully carried out relevant mandates and duties with any governments, public institutions, and foreign missions including embassies and consulates among others. Proof of these services must be provided in a written form such as a copy of the contract.

8. REQUIRED DOCUMENTS

- A) Proposer Application Form
- B) Proposal
- C) Cost Proposal
- D) Proposer Information
- E) Ethics Statement
- F) Security Oath
- G) Agreement to Pay Financial Compensation in the Case of Delay in Signing the Contract or Failure in Carrying Out the Contract
- H) Business License/Certifications
- I) References
- J) Proof of Insurance Coverage
- K) Sample Security Service Contract furnished to a Client by the Proposer
- L) FBI Background Check Results of the Proposed Security Guards

9. DISQUALIFICATION OF THE PROPOSAL

- ☐ When the proposal does not meet the requirements of the KCCLA.
- ☐ When the required proposal documents are not received by the above specified deadline.

10. NOTICE

- ☐ Submission of a proposal shall be considered as accepting all the terms set forth in this Request for Proposal.
- ☐ All the expenses incurred in order to prepare the proposal documents shall be borne by the Proposer. All the proposals that have been submitted shall become the sole property of the KCCLA.

11. INQUIRIES

- ☐ Should you have any further questions or inquiries, please contact seung822@kccla.org

CHECKLIST OF REQUIRED DOCUMENTS

FAILURES TO COMPLETE, SIGN AND SUBMIT THE FOLLOWING PROPOSAL DOCUMENTS IN THE ORDER LISTED BELOW WILL RESULT IN THE INELIGIBILITY OF THE PROPOSAL AND BEING VOID.

- A) ☐ PROPOSER APPLICATION FORM
- B) ☐ PROPOSAL
- C) ☐ COST PROPOSAL
- D) ☐ PROPOSER INFORMATION
- E) ☐ ETHICS STATEMENT
- F) ☐ SECURITY OATH
- G) ☐ AGREEMENT TO PAY FINANCIAL COMPENSATION IN THE CASE OF DELAY
IN SIGNING THE CONTRACT OR FAILURE IN CARRYING OUT THE
CONTRACT
- H) ☐ BUSINESS LICENSE/CERTIFICATIONS
- I) ☐ REFERENCES
- J) ☐ PROOF OF INSURANCE COVERAGE
- K) ☐ SAMPLE SECURITY SERVICE CONTRACT FURNISHED TO A CLIENT
BY THE PROPOSER
- L) ☐ FBI BACKGROUND CHECK RESULTS OF THE PROPOSED SECURITY GUARDS

Print Company Name

Date

Authorized Representative Signature

A) PROPOSER APPLICATION FORM

THE PROVISION OF SECURITY GUARD SERVICES FOR THE KCCLA

Legal Contractual Name of Corporation: _____

Corporate Mailing Address: _____

Email Address: _____

Phone: _____ Fax: _____

Authorized Representative for Proposal: _____

Title: _____ Email Address: _____

Phone: _____ Fax: _____

I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the Proposer.

Authorized Representative Signature

Date

B) PROPOSAL

☐ Proposal should contain the following information.

1. Proposer Introduction

- General information and history
- Organizational chart and number of staffs
- Major contracts / experiences
- Financial status (latest audited financial statement or other pertinent information such as internal unaudited financial statements and financial references to allow the KCCLA to reasonably formulate a determination about the financial status of the Proposer)
- Disclosure of any litigation or bankruptcy in the past 5 years

2. Operations Summary

- Plan of action and methods intended to secure the premises (including use of Patrol Sticks, Taser/Gas Guns, etc.)
- Qualifications and experiences of the security guard candidates (including FBI background check results)
- Ways and means, procedures to maintain proper supervision and periodic inspections over the security personnel, their discipline, alertness, proper uniforms, conduct in the course of carrying out their duties.
- Cost proposal should be made clear enough for proper comparison and evaluation. The cost proposal shall be valid for a minimum of 180 days following its submission.

3. Additional Information Deemed Necessary

C) COST PROPOSAL

THE PROVISION OF SECURITY GUARD SERVICES FOR THE KCCLA

Item #	Description	Unit Cost per Hour	Number of Hours	Total Cost
1				
2				
3				
4				
5				

Total Estimated Project Cost

\$ _____

*Pricing shall remain firm for 180 days.

Print Company Name

Date

Authorized Representative Signature

D) PROPOSER INFORMATION

1. Company Name			2. Owner	
3. Business Type (Corporation, LLP etc.)			4. Number of Employees	
5. Address				
6. Financial Information (FY2016)	Owner's Equity	\$	Revenue	\$
7. Year Established	Month / Year (City, State)			
8. Years in Operation within California	Month / Year ~ Month / Year			
9. Company History (Major Contracts, etc.)				

E) ETHICS STATEMENT

The Proposer pledges as follows with regards to this Proposal.

1. It does not collude with other third party, company or service provider.
2. It does not get involved in any unfair actions which would impede or hinder the free and fair competition.
3. It does not provide the relevant staff and/or employees of the KCCLA with direct or indirect provision of financial or any other forms of incentives.
4. It must agree to the rescindment of award decision prior to the conclusion of the formal contract, or must agree to the renunciation of the contract after the conclusion of the formal contract, or must agree to the entire or partial cancellation of the formal contract. The Proposer understands that this pledge will prevail all other elements and contents of the contract. And it will not seek for any types of compensation or indemnification and file any complaints and take any legal actions including civil and criminal lawsuit.

Print Company Name

Date

Authorized Representative Signature

F) SECURITY OATH

The Proposer solemnly takes an oath of secrecy not to reveal or disclose any information, knowledge, data acquired in process of proposed security services and even after the termination of its terms of agreement.

The Proposer assures that it will abide by all relevant laws and regulations of the KCCLA and the Government of the Republic of Korea and it will bear any liabilities and responsibilities arising from the abrogation of this oath.

Print Company Name

Date

Authorized Representative Signature

**G) AGREEMENT TO PAY FINANCIAL COMPENSATION IN
THE CASE OF DELAY IN SIGNING THE CONTRACT OR
FAILURE IN CARRYING OUT THE CONTRACT**

Within ten (10) days of receipt of award notification of the contract by the KCCLA, the Proposer will sign a formal contract and will faithfully put it into implementation.

If the Proposer fails to sign the contract for any reasons, it must pay financial compensation to the KCCLA in the amount of 5% or above of the total proposed cost as a penalty.

If the Proposer fails to carry out the contract under any circumstances, it must pay financial compensation to the KCCLA in the amount of 10% or above of the total proposed cost as a penalty.

The Proposer will honor and follow any decisions or measures taken by the KCCLA with regards to the disposal of the afore-mentioned financial compensations.

In this case the KCCLA reserves the right to terminate the contract and conclude a contract with another security services provider.

Print Company Name

Date

Authorized Representative Signature

H) BUSINESS LICENSE / CERTIFICATIONS

Provide a copy of the Private Security Service Business License and Compliance Agent Certification and any other certifications.

I) REFERENCES

Provide a list of at least two (2) references that will support, document or verify your performance in providing security services. Include requested contact information: business name, name of the contact person, address, phone number, fax number, and email address.

J) PROOF OF INSURANCE COVERAGE

K) SAMPLE SECURITY SERVICE CONTRACT FURNISHED TO A CLIENT BY THE PROPOSER

L) FBI BACKGROUND CHECK RESULTS OF THE PROPOSED SECURITY GUARDS