



March 9, 2017

**STATE OF ALABAMA
COUNTY OF SHELBY**

**REQUEST FOR PROPOSALS
INMATE SECURITY**

Proposals for Security Services will be received in the office of the County Manager, Shelby County Administration Building, 504 Hwy 70 in Columbiana, Alabama 35051 (mailing address: P. O. Box 467), until **3:00 p.m. March 28, 2017**. Contractors are to state that RFPs submitted are firm and that no claims for errors will be made after bids are opened and subsequent thereof. If you have any questions concerning this RFP, please contact Captain Jay Fondren at jfondren@shelbyso.com.

GENERAL INFORMATION

All responses must be sealed and marked in the lower left corner "**RFP – SECURITY SERVICES**" with due date and time. Late submittals will not be considered.

Contractor's labor costs must be valid for a minimum period of one (1) year from date of any contract execution.

Please provide your RFP response in triplicate, one original and two copies.

Should there be a change in ownership or management the contract shall be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices. The contract is not transferable by either party.

The County may cancel this contract at any time for any reason, provided a thirty day written notice is given.

Immigration Law

By signing the attached, the contracting parties affirm, for the duration of the contract, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

Alex Dudchock
County Manager

THE UNDERSIGNED OFFERS THIS RESPONSE BASED ON THE ATTACHED SPECIFICATIONS:

NAME OF COMPANY: _____

BY (Please Print): _____

SIGNATURE: _____

ADDRESS: _____

PHONE: _____

**RFP SUBMITTED IS FIRM AND NO CLAIMS FOR ERRORS WILL BE
MADE AFTER SUBMITTED AND SUBSEQUENTLY THEREOF.**

Sworn to and subscribed before me this

the _____ day of _____, 2017.

Notary Public

My Commission Expires: _____

Shelby County Sheriff's Office

Contract Services for Inmate Security

1.0) RFP PURPOSE

The Shelby County Sheriff's Office is seeking Proposals from interested vendors to provide uniformed/armed private security services for inmates who are housed outside of the Shelby County Jail for medical care. This document is a Request for Proposal (RFP) for the services described. This proposal establishes minimum requirements a vendor must meet in order to be eligible for consideration as well as information to be included in the contractor's vendor response. Carefully examine the specifications before submitting a proposal. All services shall comply with the specifications and terms and conditions set forth in this invitation to RFP, and future services shall operate in full compliance with these specifications.

The intent of this RFP is to establish a contract for the purchase and delivery of such services which is in compliance with the specifications and terms and conditions set forth in this RFP.

2.0) SERVICE SPECIFICATIONS

Below is a list of requirements which are mandated by the Shelby County Sheriff's Office. The Shelby County Sheriff's Office reserves the right to waive variances from these requirements to the extent the Sheriff's Office in its sole discretion determines that such variances will not materially impact whether the service meets the Sheriff's Office needs. This Section must be completed and returned with the RFP Response.

Any proposals submitted must include acceptance of all the requirements listed below. Additional information can be printed and attached as needed.

2.1) CONTACT PERSON FOR QUESTIONS

Respondents shall send questions via email to the following:

jfondren@shelbyso.com

**Captain Jay Fondren, Corrections Division Commander
Shelby County Sheriff's Office
380 McDow Road, Columbiana, AL 35051
205-669-4181**

2.2) SCOPE OF SERVICES

Upon request by the Shelby County Sheriff's Office, the Contractor shall provide armed uniformed security services for Shelby County Sheriff's Office inmates, or subjects in the custody of the Shelby County Sheriff's Office, who are receiving medical treatment, on a 24 hour-a-day, 7 day-a-week basis or as otherwise required. Contract security personnel will provide a variety of services while implementing the security objectives set forth by the Shelby County Sheriff's Office.

The duties of the guard may include, but are not limited to providing constant supervision of subjects being kept for medical care to ensure that their care, custody and control are maintained.

2.3) GENERAL REQUIREMENTS

These requirements will be incorporated into the contract for Security Guard Services. Proposal responses will be considered as an acceptance of these requirements unless expressly stated otherwise by Shelby County. All contractors must be capable of meeting or exceeding the following service level specifications:

- All Contract Guards will be for same sex (as the inmate) officer level guards who are trained on, and conform to the guidelines established by the Shelby County Sheriff's Office. (See attachments)
- Provide the Shelby County Sheriff's Office a contact number where an employee can be reached at any time for the request of security services.
- Provide on-site security services within three hours of being contacted.
- Contractor will provide supervision for all guards who will serve as a liaison between the contractor and the Shelby County Sheriff's Office with respect to any and all issues, concerns, and relevant information including communicating with the Shelby County Sheriff's Office when required, or when issues arise.
- Guards will need to be equipped with uniforms that foster a professional consistent appearance
- Uniforms and all required equipment will be provided by the contractor.
- The Shelby County Sheriff's Office will reserve the right, at its sole discretion, to require the contractor to remove any guard for any lawful reason and request a suitable replacement.
- Contractor will be responsible for the hiring and training of all guards, including any replacement of existing guards as required.
- The Shelby County Sheriff's Office will not pay for training costs.
- To the extent permitted by law, and at contractor's sole cost and expense, contractor shall be responsible for conducting criminal background checks on all guards used to perform any services for the Shelby County Sheriff's Office and must certify to the Shelby County Sheriff's Office that there is nothing revealed by such background checks of said guards that would create a reasonable doubt about the utilization of same for the services in a safe manner and with proper regard for the security services provided for the Shelby County Sheriff's Office.
- Contractor shall be responsible for certifying that any and all guards whose background checks indicate the following convictions shall not be assigned to provide security of an inmate of the Shelby County Sheriff's Jail, or someone in custody of the Shelby County Sheriff's Office:
 - any felony conviction
 - any conviction resulting in time spent in jail
 - more than one misdemeanor of any kind (excluding traffic violations)
 - any sex offense
 - any offense involving a weapon
 - any offense involving violence
 - any crime against a previous employer
 - any crime involving fraud, theft -deception, etc.
- Contractor shall be responsible for certifying that any and all guards providing for this service for the Shelby County Sheriff's Office have participated and passed a firearms safety and qualifications course within the last year.

- Contractor shall be responsible for certifying that any and all guards provided for this service possess a current concealed carry permit from a county in Alabama.
- Background checks must be current, and conducted no more than twelve months apart.
- Contractor shall be responsible for ensuring that its guards are drug free and do not respond to provide services while under the influence of anything that would alter their judgement. Each guard must also participate in random, and reasonable suspicion based drug and alcohol testing program established and paid for by the contractor. Guards must be tested yearly, at a minimum.
- Duty to notify the Shelby County Sheriff's Office if any conflict or relation exists between a guard and inmate.
- Comply with all PREA (Prison Rape Elimination Act) standards and training. (See attachment)
- Assign guard(s) are to communicate with the Shelby County Sheriff's Office at a set time, and as needed.
- Provide proof that the contractor holds a minimum amount of general liability insurance as set forth by Shelby County.
- Services for guarding an inmate will be billed monthly to the Shelby County Sheriff's Office, and will be billed "per inmate."
- The Contractor is required to provide with the RFP, a summary describing the company's history, list at least three references, and provide a detailed description of any past experience related to guarding inmates.
- All guards providing these services must adhere to the policy and procedures of the medical facility providing services to an inmate being guarded for the Shelby County Sheriff's Office.
- The Contractor is required to provide proof of general liability insurance with a minimum of one hundred thousand in coverage.



Shelby County Sheriff's Office

John Samaniego, Sheriff

380 McDow Road/P O Box 1095

Columbiana, AL 35051

(205) 669-4181

Fax - (205) 669-3865



Rules for Guarding a Shelby County Sheriff's Office Inmate

Whenever the Shelby County Sheriff's Office asks for assistance in providing security for an inmate at a hospital there are specific procedures and rules to follow. This information does not cover every situation or scenario but it will provide the private security officer with important information on how to handle their assignment. If questions arise on how to handle a situation that is not covered in this information packet, the officer should contact their supervisor or the senior on-duty jail supervisor (Shelby County Sheriff's Office numbers are listed below). The most important rule is to provide proper care, custody and control of an inmate. This is only accomplished by officers who are willing to demonstrate the proper level of professionalism, take ownership of their position during the time they are assigned to guard an inmate and in following these established guidelines.

IMPORTANT NUMBERS

- Any Emergency - 911
- Shelby County Jail Central Control – (205) 670-6066. **ASK FOR A SUPERVISOR**
- Shelby County Jail Lieutenant's Office- (205) 670-6085
- Shelby County Jail Captain's Office (business hours only)- (205) 670-6141
- Hospital Security Office phone _____
- Hospital Room # _____ Hospital Room phone _____

CONTROL OF THE INMATE

- Once the officer takes their post, notify hospital personnel to have someone with hospital security to come to the post at their next opportunity, or check in with hospital security if they require it. If the hospital security department requires orientation, you are required to participate before guarding an inmate. When contact with hospital security is made, the officer should give them their name, phone number and description of their assignment including the inmate's name (Example: "I am contracted with the Shelby County Sheriff's Office to guard Inmate Jones"). Obtain the phone number for the hospital security office and write it in the blank above.
- Remember - an inmate's hospitalization is an extension of their current incarceration.
- Security officers will not be armed with any type of weapon beyond a firearm (no mace, batons, etc.).
- Security officers must remain alert at all times while on their post. **Sleeping on duty is not allowed.**
- **DO NOT USE FORCE TO CONTROL AN INMATE!**
- Security officers must never abandon their post or leave an inmate unattended. If a bathroom/meal break is necessary, contact hospital security for assistance.
- Security officers must be posted at a position so that the inmate is in clear view at all times. It is permissible to leave the room and post at the doorway when medical personnel request privacy.
- Security officers are not permitted to have personal visits while they are on post.
- While permitted on a limited basis, security officers must not allow personal phone calls, texts, games, reading material, etc. to distract them from their primary responsibilities of providing proper care, custody and control of the inmate.

- Inmates must be restrained by either handcuffs or leg irons at all times. It is permissible to temporarily remove restraints if there is a medical necessity. Ensure that security officers have 2 handcuff keys that are in good working order and that the officer maintains possession of both handcuff keys at all times. It is permissible for an inmate who is incapacitated to remain unrestrained.
- A restraint log must be maintained during the entire shift. All restraints should be checked each hour to ensure that they are not too tight or binding and this will be documented on the restraint log. This task can be accomplished visually without waking up a sleeping inmate.
- If the inmate changes rooms during the shift call the Shelby County Jail Central Control at (205) 670-6066, ask to speak with the senior supervisor on-duty in the jail. Advise the jail supervisor that the inmate has changed rooms at the hospital and provide the new location.
- If hospital personnel advise that an inmate is being released from the hospital, the security office will call Shelby County Jail Central Control at (205) 670-6066 and ask to speak with the senior jail supervisor. Advise the jail supervisor that the inmate is being released. Ensure that a call-back number is left with the supervisor who was spoken to.
- The security officer must remain on post until a SCSO deputy arrives to relieve the officer of duty and take custody of the inmate.

CARE OF THE INMATE

- Inmates will be guarded by security officers who are the same gender as the inmate. If a security officer is assigned to an inmate of the opposite gender, the officer should post themselves just outside the room until they can be relieved by a same gender guard. While posted outside the door, the officer must still keep the inmate in clear view at all times, and provide proper security while respecting the privacy of the opposite gender/sex inmate.
- Security officers should never provide security for an inmate who is a relative or friend. If this is discovered when the officer arrives for duty, they will contact their supervisor immediately to have the post reassigned.
- The relationship between a security officer and an inmate will always be a professional one and not personal.
- Security officers will not give preferential treatment to any inmate, but rather treat all inmates with respect.
- Do not give the inmate any tobacco products, medications, drugs, weapons, handcuff key, etc.
- Do not allow an inmate to have visitors unless approved by the Jail Administrator (Captain Jay Fondren), the Major, Chief Deputy or the Sheriff. This type of situation would be rare and would be coordinated through security officer's employer supervision as well.
- Do not give the inmate any food or drink. (Health risk, allergies, diet restrictions, etc.)
- Do not allow inmate to use a phone to call/text family members or friends. Also, the security officer should never make any calls behalf of the inmate that would notify relatives/friends of the inmate's location or medical condition. This constitutes a major security risk and may violate HIPAA regulations.
- The security officer should not give the inmate any of their personal information or ask the inmate about their charges or personal information.
- Do not allow the inmate to leave their assigned room unless they are directed to do so by medical personnel. The security officer will escort the inmate to all testing/x-ray locations and back to the room.
- If there is an issue or disagreement with the medical staff, the security officer should report this disagreement to his or her own supervisor immediately.
- If a question or unique situation arises, the officer should contact his or her supervisor and/or jail personnel at one of the above listed phone numbers for further guidance. **Do not make up the rules as you go...**

CUSTODY OF THE INMATE (Escape/Attempt procedures)

- In the event of an escape or escape attempt by an inmate, the following steps should take place in order:
 - DO NOT USE FORCE TO SUBDUE AN INMATE!
 - TELL THE INMATE THAT THEY ARE NOT ALLOWED TO LEAVE AND THAT ANY VIOLATION OF THE LAW WILL BE REPORTED.
 - Call 911 if the inmate attempts to escape custody.
 - Give the 911 operator all of the inmate's information and a full description of the inmate. A description of important information below which can be taken from information gathered from the Sheriff's Office and from the security officer's personal observation:
 - Inmate's name
 - Race/Gender
 - Height/Weight
 - Hair/Eye Color
 - Distinguishing information (example – wearing a cast)
 - Clothing Description
 - Direction of Travel
 - Armed? (give description and type of weapon)
 - What did the inmate say before escaping?
 - Keep the inmate in sight and continue to give updates to 911 operator.
 - Ask the 911 operator to relay this information to the Shelby County Sheriff's Office Patrol Supervisor.
 - Contact hospital security personnel and notify them about the situation.
 - Call 670-6066, ask to speak with the senior on-duty supervisor and then notify them of the situation.

Expect that an employee of the Shelby County Sheriff's Office will make an unannounced inspection of the post. They will be checking to ensure that the security officer is conducting themselves in a professional manner with the inmate and are abiding by the listed guidelines. Failure to follow these guidelines could result in the removal of the security officer from their post and additionally, may result in the removal of that specific security officer from the SCSO-approved list for guarding inmates.

SHELBY COUNTY JAIL RULES/PREA COMPLIANCE & ACKNOWLEDGMENT

Prison Rape Elimination Act (PREA) Guidelines

I have read and understand the following:

1. The Prison Rape Elimination Act of 2003 was signed into law September 2003 by President George W. Bush. Its main purpose is to protect the Eight Amendment Rights of Federal, State and Local prisoners. It establishes a zero-tolerance standard of the incidence of prison rape in prison, jails, and lockups in the United States.
2. Sexual contact in any form with inmates is a violation of PREA
3. As a contractor with the Shelby County Sheriff's Office, you are in a position of authority and respect similar to a staff member. As such, you could be in violation of PREA and prosecuted under Section 14-11-31, Custodial Sexual Misconduct:
 - a) It shall be unlawful for any employee to engage in sexual conduct with a person who is in the custody of the Department of Corrections, the Department of Youth Services, a sheriff, a county, or a municipality.
 - b) It shall be unlawful for any probation or parole officer to engage in sexual conduct with a person who is under the supervisory, disciplinary, or custodial authority of the officer engaging in the sexual conduct with the person.
 - c) Any person violating subsection (a) or (b) shall, upon conviction, be guilty of custodial sexual misconduct.
 - d) Custodial sexual misconduct is a Class C felony.
 - e) For purposes of this article, the consent of the person in custody of the Department of Corrections, the Department of Youth Services, a sheriff, a county, or a municipality, or a person who is on probation or on parole, shall not be a defense to a prosecution under this article.
4. PHYSICAL CONTACT between guards and inmates shall not take place.
5. You are a mandatory reporter. If you think an inmate is being abused, you must notify the Shelby County Sheriff's Office immediately as stated in the Shelby County Jail PREA policy on staff reporting. PREA standards require all staff to report immediately and according to agency policy. Apart from supervisors, staff shall not reveal any information related to sexual abuse to anyone other than the extent necessary.

SHELBY COUNTY JAIL RULES/PREA COMPLIANCE & ACKNOWLEDGMENT

**SHELBY COUNTY JAIL
STATEMENT OF UNDERSTANDING**

RULES FOR GUARDING A SCSO INMATE ACKNOWLEDGMENT:

I have completed the orientation and training regarding the rules and guidelines for guarding a Shelby County inmate. I was also provided a copy of these rules and hereby agree to abide by these rules while providing security for any Shelby County Jail inmate. I also understand that the supervisor on duty at the Shelby County Jail has the authority to revoke this privilege based on any security concern, violation of these rules, violation of PREA rules or any violation of any law.

I, _____, (please print name) agree to comply with the Shelby County Jail Guidelines for Guarding an Inmate. I also understand that if I have any further questions, I will ask the supervisor on duty.

PREA ACKNOWLEDGEMENT:

I have completed the orientation and training for PREA. The information regarding the guidelines for PREA were explained to me and I was given the opportunity to ask any questions.

I, _____, (please print name) agree to comply with the PREA requirements and guidelines. I also understand that if I have any further questions, I will ask the PREA Coordinator (Lt. Jeff Hughes) or the Jail Commander (Capt. Jay Fondren). If there is an immediate question, I understand that I will ask a Shelby County Jail supervisor who is on duty.

Signature: _____

Date: _____

Witness Signature: _____

Date: _____

Instructor Signature: _____

Date: _____