



2026-08-02 Request for Proposals: Security Guard Services

Purpose

The City of Huntington is issuing this request for proposals to obtain firm fixed price proposals from contractors specializing in providing armed security guard services to be located at Huntington City Hall 800 5th avenue Huntington WV. Final selection of a contractor shall be based on the totality of the contractor's ability to provide these services in a professional and cost effective manner. Prior history and references shall be part of the selection process which will not be based on price alone.

All proposals must be submitted through the City of Huntington's electronic service Bidexpress.com. Any issues with the use of BidExpress shall be directed to Dan Underwood, Purchasing Director via email at dunderwood@huntingtonwv.gov or by calling 304.696.5540 ext. 2015. Questions must be asked through BidExpress or directly to Mr. Underwood by September 30th, 2026 by 2 p.m. All proposals are due by October 8th, 2026 by 10 a.m. at which time they will be publicly opened in the City Clerk's office, 800 5th Avenue Room 135.

Minimum Qualifications

Contractors must demonstrate that they have the resources and capability to provide the materials and services as described herein. All contractors must submit the documentation indicated below with their proposal. Failure to provide any of the required documentation shall be cause for proposal to be deemed non-responsible and rejected. All prices offered herein shall be firm against any increase for one (1) year from the effective date of the contract. Prior to commencement of subsequent renewal terms and at least thirty (30) days prior to the renewal date.

The following criteria shall be met in order to be eligible for this contract:

- a. Contractors shall be currently licensed with the State of West Virginia pursuant to state code Chapter 30 Article 18. Contractors shall provide a copy of the current license with the proposal submission.
- b. Contractors shall demonstrate that they have been successfully providing similar security guard services for at least five (5) years. Contractors shall provide three (3) comparable references of current work being performed, preferably with other public sector facilities. References shall include, at a minimum, company name, contact person, telephone number, and dates and location of services.



Insurance

Contractors must maintain, and provide proof of, the following insurance requirements:

- a. Full indemnification of the City for any negligent or intentional acts committed by the contractor, its agents or employees that result in damages, or claims of damages, against the contractor and/or the City, its officers, agents and employees.
- b. Minimum liability insurance limits of \$1,000,000 that specifically include the use of firearms and other weapons.
- c. Naming the City of Huntington as a named insured on the contractor's liability policy.
- d. Proof of compliance with insurance requirements available at all times upon request.

Scope of Services

All proposals must be made on the basis of, and either meet or exceed, the requirements contained herein. All contractors must be able to provide Huntington City Hall with the following:

- a. A minimum of two (2) armed guards (firearm and taser/conducted energy device) working a staggered schedule Monday – Friday (excluding City holidays) 7:30 a.m. – 5:00 p.m.
- b. One (1) guard shall remain visible within the main 1st floor hallway near the public entrance at all times with the 2nd conducting a walkthrough of the interior and exterior of the building as needed.
- c. A guard shall arrive ½ hour prior to start of business to conduct a security sweep of the building and a guard shall remain ½ hour after end of business to conduct a final security sweep for the day.
- d. Two (2) guards will be provided for after hour meetings and one guard will stay up to ½ hour after the meeting concludes or until all employees, council members, and/or committee members leave the premises and the guards will conduct a final building sweep before ending their work shift with a special focus on all meeting rooms, restrooms, any unlocked offices and the auditorium.
- e. Guards will be required to take any breaks at separate times to ensure at least one (1) guard is on duty at all required times.
- f. The guards shall immediately report any illegal activity to the Cabell City 911 Center, who will then notify the Huntington Police Department.



- g. The guards shall assist staff in the event of an emergency, including helping with vacating and securing the facility when an evacuation of the building is required.
- h. The guards shall notify the City Manager in writing, and copy the Mayor, of any incidents of note. These incidents would include, but not limited to, disruptive behavior, carrying of deadly weapons prohibited by city code into the facility, and the discovery of individuals in the building before/after hours.
- i. The guards shall have experience/training on the use of walk through metal detectors and hand held metal detectors.

General Requirements

A. Background Investigations

The Contractor shall obtain criminal background checks on all Contract personnel prior to the start of this Contract or upon employment, and at least once per year thereafter. The full cost of background checks is the responsibility of the Contractor and may not be billed back to the City as an extra cost. The Contractor shall provide documentation to the City illustrating that background checks have been successfully completed to ensure all personnel have been properly vetted and are eligible for employment. Documentation of all background checks having been performed must be provided to the City. The Contractor shall inform the Contract Administrator, by certified mail, of any criminal convictions of any type for Contract personnel within five (5) days of obtaining the information.

B. Schedule

- a. Guard service shall be provided fifty-two (52) weeks per year at the specified times and at other times as required by the City. The Contractor shall be able to provide additional security guard hours beyond those listed above with twenty-four (24) hours notice.
- b. Guard service is usually not required if the City government is closed. The City government is closed for approximately twelve (12) holidays per year, except for election years in which there are fourteen (14), and sometimes closes due to severe weather.

C. Equipment

- a. The Contractor shall provide each guard with all clothing and equipment necessary to perform the tasks described herein and the post orders. These may include, but are not limited to, appropriate seasonal outer garments, flashlights, safety shoes, reflective vests, 2-way radios,



cell phones, etc. The Contractor shall ensure that guards have their own transportation to each location.

- b. The on-site personnel shall use a security station and phone provided by the City at each location. The phone is to be used for business purposes only. The security station will be stocked with ordinary office supplies. Use of any other City equipment without permission of Contract Administrator is prohibited.
- c. Access cards will be issued to the Contractor by the City. If a card is lost, the Contract Administrator must be notified immediately. Use of electronic pass card by any person other than the individual to whom the card is assigned will be ample cause for termination of the Contract. The City reserves the right to charge the Contractor for lost or damaged cards.
- d. Contractor shall require all employees performing under this Contract to personally sign and be responsible for each electronic access card to gain entry to work areas.
- e. The City shall provide walk through and hand held metal detectors. The Contractor may be held liable for the loss of any hand held device and required to compensate the City for its replacement.

D. City Right of Removal

The City reserves the right to require immediate removal of any employee from City service it deems unfit for service for any reason not contrary to law. This right is nonnegotiable and the Contractor agrees to this condition by accepting this Contract. The Contractor should have enough qualified guards so as to be able to provide a replacement within twenty-four (24) hours. Posts remaining vacant beyond these time limits may be cause for termination of the Contract.

E. Uniforms, Appearance, and Professionalism

- a. On-site personnel shall be neat and clean in appearance and wearing an approved uniform that is tidy and neat that clearly identifies them as security. Personnel shall maintain good hygiene while assigned to the City. If outer garments are worn, they must also be approved and identifies them as security. No other items, buttons, decorations, etc., shall be worn.
- b. At no time shall the on-site personnel have any visitors except for when on a break. The term visitors does not include Contractor supervisors or other necessary Contractor personnel.
- c. Guards shall not smoke or use any tobacco materials or during their shifts except on scheduled breaks and only in facility designated areas. All smoking or tobacco materials shall be disposed of appropriately in City provided receptacles.
- d. Profanity shall not be tolerated at any time while on City property.



Authority

The Huntington Police Department shall be immediately notified by call Cabell County 911 for any incidents that appear to be escalating or incidents involving suspected criminal conduct. Contractor personnel shall cooperate to the fullest possible extent with all local, state and federal law enforcement agencies.