



ANGUILLA ELECTRICITY COMPANY LIMITED  
(ANGLEC)

## REQUEST FOR PROPOSAL (RFP) Provision of Security Services

Release Date:  
July 1, 2021

Closing Date:  
August 25, 2021



## LETTER OF INVITATION

July 1, 2021

Security Service Providers,

The Anguilla Electricity Company Limited (ANGLEC) invites qualified security providers to submit proposals to carry out the services as described herein. Any substituent contract offer shall be subject to the General Conditions within or as a result of any amendments.

The expected primary duties and responsibilities of the security provider shall be to ensure the provision, deployment and effective management of well-trained security personnel who are committed and ready to undertake responsibilities essential to the protection and safety of personnel and the assets of ANGLEC. Each security guard assigned to ANGLEC's facility is also expected to know and understand his/her primary obligations and tasks and accordingly execute them. In addition, it is expected that the security provider shall train its personnel in customer service, and they shall be expected to contribute by providing basic customer service in the form of giving directions, assisting visitors and customers, as well as recording information about and securing certain equipment. Each security guard is expected to be courteous and show respect to all employees, visitors, and customers.

Completed RFP documents must be submitted in one [1] sealed envelope containing the following:

- i. One [1] sealed envelope marked "original" containing the original documents submitted in response to the RFP, and
- ii. Three [3] individually sealed envelopes containing copies (of the original) in response to the RFP.

Each sealed envelope must be marked; *“Request for Proposal - Provision of Security Services”*.

Sealed responses to this request must be submitted on or before August 25, 2021, at 12:00 pm

to: Mrs. Shenique Clare-Mussington  
Health and Safety Officer  
Anguilla Electricity Company Ltd.  
Corito, Anguilla

## DISCLAIMER

The information contained in this Request for Proposal document (the “RFP”) or subsequently provided to bidder(s), whether verbally or in documentary or any other form by or on behalf of ANGLEC or any of its employees or advisors, is provided to bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by ANGLEC to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their offers (bids) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by ANGLEC in relation to the service required. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for ANGLEC, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained herein, may not be complete or adequate. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this RFP and obtain advice from appropriate sources.

ANGLEC, its employees and advisors make no representation or warranty and shall have no liability to any person, including any bidder under any law, statute, rules or regulations or tort, or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this bid stage.

ANGLEC also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any bidder upon the statements contained in this RFP. ANGLEC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that ANGLEC is bound to select a bidder or to appoint the selected provider or, as the case may be, for the service and ANGLEC reserves the right to reject all or any of the providers or bids without assigning any reason whatsoever. ANGLEC also reserves the right to reject all proposals and re-issue a new Request for Proposal [RFP].

The bidder shall bear all its costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by ANGLEC, or any other costs incurred in connection with or relating to its bid. All such costs and expenses will remain with the bidder and ANGLEC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation or submission of the bid, regardless of the conduct or outcome of the bidding process.

## **DEFINITIONS**

### **Anguilla Electricity Company Limited**

Hereinafter may be referred to as 'ANGLEC', as defined in the Background.

### **Bid**

Also taken to mean proposal.

### **Request For Proposal**

Hereinafter may be referred to as 'RFP', as defined in the Disclaimer.

### **Security Guard**

In the context of ANGLEC, a security guard is a person employed by a security service provider to protect ANGLEC's assets (property, people, equipment, money, etc.) from a variety of hazards (such as waste, damaged property, unsafe worker behavior, criminal activity such as theft, etc.) by enforcing preventative measures. Security guards do this by maintaining a high-visibility presence to deter illegal and inappropriate actions, looking (either directly, through patrols, or indirectly, by monitoring systems) for signs of crime or other hazards (such as a fire), taking action to minimize damage (such as warning and escorting trespassers off property), and reporting all incidents.

### **Security Service Provider / Provider/ Bidder / Proposer**

A person, company, cooperation, partnership, or other entity who submits a bid/ proposal, purporting to provide security services as well as security guards.

## BACKGROUND

The Anguilla Electricity Company Limited [ANGLEC] was incorporated in Anguilla on 11 January 1991 under the Companies Act, I.R.S.A c1 and is governed by the Electricity Act, 1991, as amended, and operates in The Valley, Anguilla. ANGLEC has an exclusive public supplier's license to generate, transmit and distribute electricity on the island of Anguilla for a period of fifty years from 1 April 1991. The company is committed to meeting the energy requirements of its customers, and is guided by safety, productivity, reliability, and economic feasibility. The company currently has ninety-nine [99] salaried staff members working from nine [9] buildings.

## REQUEST FOR ADDITIONAL INFORMATION

Information requests, if any, should be addressed to Mrs. Shenique Clare – Mussington via email shenique.clare@anglec.com.

## SUBMISSION

Completed RFP documents must be submitted in one [1] sealed envelope containing the following:

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to: Mrs. Shenique Clare-Mussington  
Health and Safety Officer  
Anguilla Electricity Company Ltd.  
Corito, Anguilla

## **OPENING PROPOSALS**

Proposals will be opened on August 25, 2021, starting at 2:30 pm. For security service providers who wish to attend the opening, they can do so via our virtual platform. Upon submitting the bid (at the earliest time), providers must request the log-in information.

## **DISCLOSURE**

ANGLEC is committed to an open and transparent competitive selection process while understanding the need for the protection of confidential commercial information. To assist ANGLEC in meeting this commitment, providers are asked to cooperate and extend all reasonable accommodation to this endeavor.

## **CONFIDENTIALITY**

The provider must be able to agree that the terms of the contract (once an agreement has been established) shall remain confidential. The provider and its agents, employees and/or representatives may not disclose any term or condition of the agreement without the prior written authorization of ANGLEC.

## **LABOR LAWS**

The provider is required to follow all applicable labor laws including minimum wages, insurance, bonus, hours of work etc. ANGLEC will not be responsible for any breach/liability/loss in this regard.

## **INDEMNIFICATION (HOLD HARMLESS) CLAUSE**

The provider must be able to agree to hold harmless and indemnify ANGLEC for all damages, costs and attorney fees that may arise out of harm caused to the provider, subcontractors and other third parties, known and unknown, by provider's performance of the specified work and that the provider shall obtain adequate business liability insurance that will cover job and any injuries or illness to subcontractors or employees. The provider shall be liable for any injury, illness, loss, damage, claim or expense that occur during the execution of their duties.



## WORKING CONDITIONS, HEALTH, HYGIENE, SAFETY, AND THE ENVIRONMENT

Security guards may be exposed to high heat conditions, impact sounds, loud continuous noise, and dust (based on location). The provider is ultimately responsible for the safety of its personnel on the job site. ANGLEC will, however, oversee the operations and provide whatever feedback and instructions that it may deem necessary to ensure, among other things that;

1. The risks of any bodily injury and damage to property during the job performance is low.
2. Rules regarding health, hygiene, safety, and environment are complied with.
3. General safe work attitude is present.
4. The needs of the ANGLEC are met and where necessary, additional security tasks are carried out by the provider to achieve this.
5. The appropriate mechanisms are in place as far as reasonably practicable.

In instances where security guards are required to enter high heat or loud areas, ANGLEC will provide the necessary PPE for protection. Further PPE requirements are detailed in the scope of work section.

## SCOPE OF WORK

The security detail requirement are as follows:

1. **Location A:** One (1) Unarmed Security Guard at the Main Gate (Static)  
*Transmission and Distribution Department (RTC – one for each shift for all days; Weekdays, Weekends & Holidays).*
2. **Location A:** One (1) Unarmed Security Guard (Patrol)  
*Transmission and Distribution Department, including the Vehicle Service Centre, Stores Compound and Parking Lot B (RTC – one for each shift for all days; Weekdays, Weekends & Holidays).*
3. **Location B:** One (1) Unarmed Security Guard Main Gate (Static)  
*Generation Department (RTC – one for each shift for all days; Weekdays, Weekends & Holidays).*

4. **Location B:** One (1) Unarmed Security Guard (Patrol)  
*Generation Department including the Pole Yard and Environs (RTC – one for each shift for all days; Weekdays, Weekends & Holidays).*
5. **Location C:** One (1) Armed Security Guard (Static)  
*Administrative Department (The Valley) Main Office (Weekdays: Mondays to Fridays - 8:00 a.m. Until Office Closure and Check-off).*
6. **Location C:** One (1) Armored Transport  
*Administrative Department (The Valley) Main Office Cash Pick Up (Weekdays: Mondays to Fridays).*
7. **Location D:** One (1) Armed Security Motorized Patrol and Response  
*All Departments and Locations (RTC –Weekdays, Weekends & Holidays).*

ANGLEC reserves the right to request additional security presence as well as request for deployment hours to be adjusted at any time.

The following points must be noted and adhered to:

1. Security guards are to be professional in all spheres of their duty, in conduct and speech. It is very important that guards are firm and polite in the execution their duties; being professional, unbiased, and courteous - reflecting positively the standards of ANGLEC. Additionally, guards must always be observant, vigilant, alert, and focused.
2. Security personnel must be constantly aware of customer behavior – as they enter and leave the facility. Unusual or suspicious persons, unauthorized visitors / contractors, authorized visitors / contractors in authorized locations, and authorized visitors / contractors in unauthorized locations must always be observed.
3. The Transmission and Distribution contains many types of tools and equipment which are used daily to conduct outages, system upgrades and maintenance. For this reason, it is imperative that security guards pay keen attention to the activities that takes place on the compound, the movement of trucks, trailers, and other heavy-duty equipment.

4. The Generation Department contains sensitive equipment which if tampered with, will affect the entire island. For this reason, it is imperative that guards pay keen attention to the activities that take place on the compound and in the surrounding environment.
5. It must also be noted that security personnel may be exposed to increased noise, vibration levels and dust.
6. Guards will be required to interface with heavy duty equipment daily.
7. When entering a restricted area (marked with yellow lines), guards they must be wearing a Reflective Vest, Electrical Hazard (EH) Rated Safety Shoes (Hard-Capped Shoes), Ear Plugs and Electrical Hazard (EH) Rated Safety Helmets. Guards must be equipped with a flashlight and have a rain jacket available.
8. As noted in point 6, certain personal protective equipment (PPE) will be required on site, and this must be provided by the security service provider. There are listed below for clarity:
  - i. Company Uniform and Identification Badge,
  - ii. Reflective Vest,
  - iii. Electrical Hazard (EH) Rated Safety Shoes (Hard-Capped Shoes),
  - iv. Electrical Hazard (EH) Rated Safety Helmets.
  - v. Flashlight, and
  - vi. Rain Jacket.
9. ANGLEC reserves the right not to accept any security guard deployed by the provider if the person does not meet the requirements, is found unfit, not maintaining decorum etc.
10. For any absence of security, a penalty equivalent to double the one-day rate shall be deducted from the claim.
11. Once the contractual agreement has been made, Security Post Standing Orders will be provided.

## **QUALIFYING CRITERIA**

To qualify, the security provider must be able to fulfill the following eligibility conditions:

1. Must have minimum experience of 10 years.

2. Must have worked / working in more than 2 commercial organizations.
3. Must be able to provide insurance coverage.
4. Must have an active Business License (license must indicate that you are permitted to conduct business related to securing assets).
5. Must be able to carry out Security Threat Assessments.
6. Must be able to fulfill all the requirements of "Attachment A" and the "Scope of Work".

### **INFORMATION TO BE SUBMITTED**

The security provider is required to submit the following documents (as in the attachments):

1. A profile of the company including details of security arrangements offered.
2. Documents proving that all qualifying criteria above can be met.
3. Two (2) work references.
4. The insurance coverage provided by you, the type of coverage and the amount of coverage.
5. Training information and standards.
6. Evidence of Business License.
7. Charges for security arrangements.

### **PERIOD OF CONTRACT**

The contract period will be for two (2) years from the date of agreement. Renewal will be based on performance and ANGLEC reserves the right to issue Requests for Proposals for Security Services in preparation for the end of the contractual arrangement.

### **TERMINATION**

ANGLEC shall be entitled to terminate the contract if the provider or security guard:

1. Fails to comply with the agreed standards and /or Scope of Works or fails to adequately provide services.
2. Abandons the job or otherwise plainly demonstrates the intention not to continue obligated works under the contract.

3. Gives or offers to give (directly or indirectly) to any person any bribe, commission, or other thing of value, as an inducement for showing or forbearing to show favor or disfavor to any action in relation to the Contract.
4. Without reasonable excuse fails:
  - a. to proceed with the works in accordance with the Scope of Works.
  - b. to commence the works within 30 days of the agreed start date.
5. Steal, intentionally damages or misappropriates ANGELC's property or the property of Employees or Visitors.
6. Engages in fights, inappropriate behavior on ANGLEC's property.

## **INVOICING**

By the 20<sup>th</sup> of each calendar month, ANGLEC expects an invoice for security services duly delivered and certified by the provider based on the hours worked.

## **EVALUATION**

An evaluation committee will be formed by ANGLEC. All personnel on the committee will be bound by the same standards of confidentiality. The evaluation committee may invite some or all providers to appear before the committee (using the best medium available) in order to clarify their proposals. In such situations, the evaluation committee may consider any clarifications in evaluating proposals.

The criteria against which proposals will be evaluated is laid out in the evaluation criteria section and providers should ensure that they fully respond to the proposal and meet all the required criteria to ensure a competitive process and comprehensive evaluation.

## EVALUATION CRITERIA

	Maximum Score
A. Service Quote	25
B. Training Information and Standards	25
C. Insurance Coverage	5
D. Evidence of Business License	5
E. References	10
F. Work Experience and Duration	25
G. Company Profile	5
<b>Total</b>	<b>100</b>

## OFFER

ANGLEC does not bind itself to accept any proposal. ANGLEC reserves the right to accept or reject any or all proposals or portions thereof or to waive any minor irregularities. An offer will be made to the provider that meets the required evaluation criteria, which is not solely based on cost.

A contract may be offered to one or more providers, i.e., for example, one provider may be given three (3) Locations, and another may be contracted for services in one (1) location only. ANGLEC may or may not consider multiple providers for this contract.

ANGLEC also reserves the right to reject all proposals and re-issue a new Request for Proposal [RFP].

**ATTACHMENT A - CHARGES FOR SECURITY ARRANGEMENTS**

\*A comprehensive rate per month (inclusive of all taxes and levies) must be stated in the area highlighted below\*

Company Name:

Company Representative:

Date:

Location	Details		Hourly Rate	Monthly Total
A. Transmission and Distribution Department	One (1) Unarmed Officer	<b>Weekdays, Weekends &amp; Holidays</b> <i>Round-The-Clock (24hrs) - Static</i>	A.M.	
			P.M.	
	One (1) Unarmed Officer	<b>Weekdays, Weekends &amp; Holidays</b> <i>Round-The-Clock (24hrs) – Patrol</i>	A.M.	
			P.M.	
B. Generation Department	One (1) Unarmed Officer	<b>Weekdays, Weekends &amp; Holidays</b> <i>Round-The-Clock (24hrs) - Static</i>	A.M.	
			P.M.	
	One (1) Unarmed Officer	<b>Weekdays, Weekends &amp; Holidays</b> <i>Round-The-Clock (24hrs) – Patrol</i>	A.M.	
			P.M.	
C. Administrative Department	One (1) Armed Officer	<b>Weekdays: Mondays to Fridays</b> <i>8:00 a.m. to Office Closure and Check-off - Static</i>		
	One (1) Armored Transport	<b>Weekdays: Mondays to Fridays</b> <i>Cash Pick Up</i>		
D. General	One (1) Security Motorized Patrol and Response	<b>Weekdays, Weekends &amp; Holidays</b> <i>Round-The-Clock (24hrs) – Mobile Patrol</i>	A.M.	
			P.M.	
<b>Total</b>				







ATTACHMENT D – REFERENCE FORM

**\*Please Submit Supporting Documents.\***

Please provide two (2) references for services that are similar to the size and scope of work outlined in this RFP. Services must have been carried out within the last five (5) years.

Name of Agency or Company .....

Contact Number .....

Address .....

Service Provided

.....  
.....  
.....  
.....

Service Duration .....

Name of Authorized Signatory ..... Signature ..... Date of Signing .....

ATTACHMENT E – LIST OF WORK EXPERIENCES AND DURATION

\*Please Submit Supporting Documents.\*

1.	
2.	
3.	
4.	
5.	
6.	

ATTACHMENT F – COMPANY PROFILE

**\*Please Submit Supporting Documents.\***

Company Name .....

Physical Address .....

Mailing Address .....

Email Address .....

Contact Numbers .....

Staff Complement      Full Time .....      Part-Time .....

Payroll Schedule       Weekly       Bi-Weekly       Semi-Monthly       Monthly

Supervisory Team

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APPENDIX – EVALUATION CRITERIA

Company Name	Service Quote (25 points)	Training Information & Standards (25 points)	Insurance Coverage (5 points)	Evidence of Business License (5 points)	References (10 points)	Work Experiences & Duration (20 points)	Company Profile (5 points)