

## MOBILE COUNTY COMMISSION

205 Government Street 8<sup>TH</sup> FL South  
Mobile, Alabama 36644

BID INVITATION

NO.102-26

JULY 10, 2026

In accordance with General Act No. 217, Special Session 1967, notice is hereby given that the Mobile County Commission, Mobile, Alabama, will receive bids on the following items:

**ANNUAL GUARD SERVICE FOR MOBILE COUNTY PARKS AS PER ATTACHED SPECIFICATIONS:**

**NOTE: PRICES MUST REMAIN FIRM FROM OCTOBER 1, 2026 THROUGH SEPTEMBER 30, 2029.**

Any questions or comments concerning the bid requirements must be brought to the attention of Susan Holland, Chief Procurement Officer, 205 Government Street, 8<sup>th</sup> FL South, Mobile, Alabama 36644, [susan.holland@mobilecountyal.gov](mailto:susan.holland@mobilecountyal.gov) prior to the bid opening or will be forever waived.

Out of State Corporations shall furnish a Certificate of Authority to transact business in the State of Alabama. Out of State limited liability companies shall furnish proof of registration to transact business in this state. Alabama law requires that a successful bidder, if it has employees in the State of Alabama, provide proof of enrollment in E-Verify prior to the award of a contract. (See enclosed notice which must be completed, signed and returned with your bid.)

If applicable to a contract resulting from this invitation, the successful bidder must comply with the Contractor Felony Investigation Policy, available in the Purchasing Department or at [www.mobilecountyal.gov](http://www.mobilecountyal.gov).

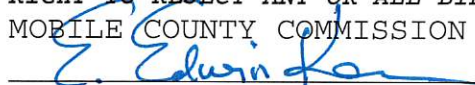
**THE MOBILE COUNTY COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, AGE, SEX, NATIONAL ORIGIN, RELIGION, OR DISABILITIES.**

F.O.B. Mobile DATE OF DELIVERY \_\_\_\_\_ TERMS \_\_\_\_\_ You are invited to bid on the above specifications. The restrictions contained herein are for the purpose of fixing a quality level, and any deviation therefrom must, in detail establish that it meets the quality requirements.

BIDS WILL BE RECEIVED UNTIL 10:00 A.M. AUGUST 5, 2026

**ALL BIDS MUST BE SEALED, "BID NUMBER, COMPANIES NAME, AND NAME OF THE BID ITEM MARKED ON THE OUTSIDE OF THE ENVELOPE." THE BIDDER WILL RETURN THE ENTIRE BID PACKAGE. BIDS MUST BE DELIVERED TO THE RECEPTIONIST IN THE OFFICE OF THE COUNTY COMMISSION ADMINISTRATOR, 205 GOVERNMENT STREET ON THE EIGHTH FLOOR SOUTH TOWER OF THE MOBILE COUNTY GOVERNMENT PLAZA. FAILURE TO OBSERVE THE ABOVE INSTRUCTIONS WILL CONSTITUTE GROUNDS FOR REJECTION OF YOUR BID. THE COMMISSION RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.**

MOBILE COUNTY COMMISSION

  
E. EDWIN KERR, COUNTY ADMINISTRATOR

We propose to meet the above specifications for the sum of \$\_\_\_\_\_.

Delivery can be made in \_\_\_\_\_ days from receipt of order.

RESPECTFULLY

By \_\_\_\_\_

# E-Verify



## IMPORTANT

**THIS DOCUMENT MUST BE COMPLETED,  
SIGNED AND RETURNED WITH YOUR BID**

As a condition for the award of a competitively bid contract to a company having one or more employees in the State of Alabama, the Beason-Hammon Alabama Taxpayer Citizenship and Protection Act, codified at Section 31-13-1, et seq., Code of Alabama (1975), as amended, requires that the company provide, in advance, proof of enrollment in E-Verify. E-Verify is an internet based system operated by the U.S. Department of Homeland Security, which may be used to determine the eligibility of new hires to work in the United States. Further information about enrollment in E-Verify may be found at [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify) and [www.e-verify.alabama.gov](http://www.e-verify.alabama.gov).

As proof of enrollment in E-Verify, Mobile County requires a copy of the electronically signed signature page of the contractor's Memorandum of Understanding with the U.S. Department of Homeland Security or Alabama Department of Homeland Security (contractors having fewer than 25 employees may enroll in E-Verify through the state Department of Homeland Security).

Please complete the following and return with your bid:

\_\_\_\_\_ (company name) has no employees in the  
State of Alabama

Or

\_\_\_\_\_ (company name) is enrolled in E-Verify and a  
copy of the electronically signed signature page of the company's Memorandum of Understanding is  
attached.

Date

Signature

Title

# E-Verify



Company ID Number: 477783

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer: Mobile County Commission

Connie Hudson

Name (Please Type or Print)

Title

Electronically Signed

12/21/2011

Signature

Date

Department of Homeland Security - Verification Division

USCIS Verification Division

**SAMPLE  
DOCUMENT**

Name (Please Type or Print)

Electronically Signed

12/21/2011

Signature

Date

## Information Required for the E-Verify Program

### Information relating to your Company:

Company Name: Mobile County Commission

Company / Facility Address: 205 Government Street

8th Floor South Tower

Mobile, AL 36644

Company Alternate  
Address:

County or Parish: MOBILE

Employer Identification  
Number: 639001644

**MOBILE COUNTY COMMISSION**

**BID FORM**

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Date: \_\_\_\_\_

BID #102 -26

**ANNUAL GUARD SERVICES BID FOR MOBILE COUNTY PARKS:**

Name of Company: \_\_\_\_\_

Company Representative \_\_\_\_\_

(Print)

Company Representative \_\_\_\_\_

(Signature)

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number (    ) \_\_\_\_\_

Fax Number(    ) \_\_\_\_\_

Federal ID Number \_\_\_\_\_

Email Address \_\_\_\_\_

Company Web Address \_\_\_\_\_

**Please attach a current W-9.**

## **SECURITY GUARD SPECIFICATIONS**

### **GENERAL REQUIREMENTS**

Successful bidder must furnish proof of General Liability Insurance in the amount of not less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) aggregate, naming Mobile County Commission as an Additional Insured. The successful bidder hereby agrees, by accepting this contract, to indemnify and hold harmless the Mobile County Commission and its employees from liability, damage, claims, suits, actions, and expenses arising from the contractor's operations under this agreement. The contractor shall further be liable to the County for any damage to County property arising from acts or omissions of the contractor, its officers, agents, servants, or employees.

Successful bidder must furnish proof of Workers' Compensation Insurance as required by Alabama law.

Background screening reports, drug test results, licensing verification, and all required screening documentation shall be submitted to Mobile County for review and approval prior to assignment of any security officer.

Mobile County reserves the right to reject any proposed security officer prior to assignment and to require the removal of any assigned security officer at any time. Such determination shall be solely within the discretion of Mobile County and shall not require justification.

All guards assigned under this contract shall successfully pass a pre-employment drug screen and shall be subject to random, post-accident, and reasonable suspicion drug testing.

Patrols shall occur at least once during each sixty (60) minute period and at varying times throughout the shift. Locations shall include but are not limited to parking lots, employee parking areas, customer parking areas, buildings, structures, gates, and other designated areas. Daily written reports shall be submitted to the facility supervisor. Reports may be submitted electronically or in hard copy.

The successful bidder shall have a supervisor conduct frequent inspections of guards on duty and meet quarterly with the facility supervisor or when requested by the department. A written summary of each meeting shall be submitted to the designated department representative within forty-eight (48) hours.

An electronic guard tour system capable of real-time tracking shall be utilized. Tour reports shall be submitted electronically at the end of each shift. Incident reports shall be submitted to the designated department representative within twelve (12) hours of occurrence.

All security guards shall be in a clean, professional uniform and shall utilize a vehicle clearly marked "Security" and equipped with appropriate security lighting. All security vehicles assigned under this contract shall be properly licensed, insured, and maintained in safe operating conditions at all times. Vehicles shall be equipped with fully functional emergency lighting, communication equipment, and any other equipment necessary to effectively perform the required security services.

#### ☐ PERFORMANCE STANDARDS

##### Patrol Compliance

The Contractor shall maintain a minimum patrol completion rate of ninety-five percent (95%) of all required patrols.

A patrol shall be considered complete only when:

- All designated checkpoints are scanned.
- The patrol is completed within the prescribed patrol window.
- GPS data confirms presence at patrol locations.
- Patrol data is electronically recorded and retained.

Failure to achieve a ninety-five percent (95%) patrol completion rate during any month shall constitute a contract deficiency.

##### Electronic Checkpoints

The Contractor shall install and maintain electronic checkpoint stations approved by Mobile County at designated locations throughout each facility.

The checkpoint system shall:

- Record date and time of each checkpoint visit.

- Record guard identification.
- Record GPS location.
- Generate exception reports for missed checkpoints.
- Allow Mobile County designated personnel read-only access to reports.

Missed checkpoints shall automatically generate a standalone alert to the Contractor's supervisor and Mobile County designee.

#### ☐ GPS Tracking

All guards shall carry GPS-enabled devices while on duty.

Mobile County shall have access to a live guard tracking dashboard.

Mobile County shall have the right to request GPS history for any shift for up to three (3) years after the shift occurred. All patrol records, checkpoint scans, GPS records, inspection reports, incident reports, and daily activity reports shall be retained for a minimum of three (3) years.

Any period exceeding fifteen (15) consecutive minutes without GPS tracking shall be documented by the Contractor and reported to Mobile County.

Failure to perform required patrols as verified by the electronic guard tour system shall create a rebuttable presumption that patrols were not performed.

All costs associated with the guard tour system, GPS tracking system, checkpoint installation, maintenance, software subscriptions, and reporting shall be the responsibility of the Contractor.

#### Minimum Patrol Frequency

Guards shall not remain stationary in any location, vehicle, office, gatehouse, or other area for more than thirty (30) consecutive minutes unless responding to an incident, emergency, or authorized activity.

Patrols shall be conducted at random intervals but shall occur no less than once per hour.

## ☐ SUPERVISOR ACCOUNTABILITY

### Supervisor Inspections

The Contractor shall conduct documented supervisory inspections as follows:

- Minimum one (1) unannounced inspection each week at every location.
- Minimum two (2) inspections each month during overnight hours.
- Written inspection reports submitted to Mobile County within twenty-four (24) hours.

Supervisory inspections shall include personal observation of the assigned guard, review of patrol activity, and documentation of site conditions.

### Contract Manager

The Contractor shall designate a Contract Manager.

The Contract Manager shall:

- Respond to Mobile County requests within one (1) hour.
- Investigate complaints.
- Meet monthly with County representatives.
- Submit monthly performance reports.

## ☐ STAFFING STANDARDS

### **Guard Qualifications**

All guards assigned to Mobile County facilities shall maintain a current Alabama Security Officer License issued by the Alabama Security Regulatory Board.

All guards assigned to Mobile County facilities shall:

- Be at least twenty-one (21) years of age.
- Possess a High School Diploma or GED.
- Have a minimum of one (1) year of security, military, law enforcement, corrections, or park ranger experience.
- Have no felony convictions.
- Have no violent or theft-related misdemeanor convictions within the past ten (10) years.
- Possess a valid driver's license.

Prior to assignment at any Mobile County facility, the Contractor shall conduct and document a fingerprint-based FBI Criminal History Records Check, Alabama Criminal History Records Check, National Sex Offender Registry Check, and verification of all licensing requirements for each security officer. Copies of the completed background screening reports and verification documents shall be submitted to Mobile County for review and approval before the security officer is permitted to perform any services under this contract. No security officer may be assigned to a Mobile County facility until written approval has been granted by Mobile County.

Any security officer found to have a felony conviction, violent crime conviction, sex offense conviction, crime against a child, registration on any state or federal sex offender registry, or any theft-related conviction within the preceding ten (10) years shall be disqualified from assignment under this contract.

The Contractor shall maintain consistent staffing assignments whenever practical. Mobile County shall be notified prior to any permanent reassignment of personnel.

### **Guard Replacement**

Mobile County reserves the right, at its sole discretion and for its convenience, to require the immediate removal and replacement of any security guard assigned under this contract, with or without cause. Grounds for removal may include, but are not limited to:

- Failure to make required patrols.
- Sleeping while on duty.
- Excessive cell phone use while on duty.
- Failure to follow site procedures or County directives.
- Unprofessional conduct.
- Documented performance deficiencies.

The Contractor shall replace the guard before the next scheduled shift. The County's determination shall be final.

### **Response Requirements**

The Contractor shall provide relief personnel within one (1) hour when a guard:

- Calls out sick.
- Leaves the site.
- Fails to report for duty.

No post shall remain vacant.

## SITE ASSIGNMENTS

**Chickasabogue Park, 760 Aldock Road** – Guard service shall be provided from 7:00 p.m. to 7:00 a.m., seven days per week and on all County holidays. Guards shall not handle money. Guards must make patrols and shall not operate County vehicles.

**West Mobile County Park, 2275 Leroy Stevens Road** – Guard service shall be provided from 4:00 p.m. until 6:00 a.m. Monday through Friday, and on all County holidays. Guards must make patrols and shall not operate County vehicles.

**River Delta Marina, 2350 Dead Lake Marina Road, Creola, Alabama** – Guard service shall be provided from 5:00 p.m. until 7:00 a.m., seven days per week and on all County holidays. Guards shall not handle money. Guards must make patrols and shall not operate County vehicles.

**Bayfront Park, Dauphin Island** – Guard service shall be provided from 7:00 p.m. until 6:00 a.m., seven days per week and on all County holidays. Guards must make patrols and shall not operate County vehicles.

**Escatawpa Hollow, 15551 Moffett Road, Wilmer, Alabama** – Guard service shall be provided from 6:00 p.m. until 7:00 a.m., seven days per week and on all County holidays. Guards must make patrols and shall not operate County vehicles.

**Cedar Point Pier, 18250 Dauphin Island Parkway** – Guard service shall be provided from 7:00 p.m. until 7:00 a.m., seven days per week and on all County holidays. Guards must make patrols and shall not operate County vehicles.

Mobile County reserves the right to add or delete locations and adjust staffing levels as needed at the awarded contract rates with written notice.

Guards shall not leave the premises during their assigned shift unless properly relieved and Mobile County has been notified.



## LIQUIDATED DAMAGES / SERVICE CREDITS

The following deductions shall apply:

- Guard fails to report for duty: One hundred percent (100%) of the contracted billable amount for the affected shift.
- Park left unattended: \$1,000.00 per occurrence.
- Missed patrol: \$100.00 per occurrence.
- Missing daily report: \$50.00 per occurrence.
- Failure to submit incident report: \$500.00 per occurrence.
- Failure to replace unacceptable guard: \$250.00 per day.
- Sleeping while on duty: \$500.00 per occurrence.
- Falsification of reports or patrol records: \$1,000.00 per occurrence.

Mobile County may deduct such amounts from invoices otherwise due.

Repeated deficiencies shall constitute default under the contract.



## DEFAULT AND TERMINATION

Successful bidder shall be notified in writing of any deficiencies. Mobile County may require immediate corrective action for serious violations.

Mobile County shall have the right to inspect and audit any records relating to contract performance upon request.

Mobile County shall have immediate electronic access to all guard tour, GPS, incident reporting, inspection, and staffing records during the term of the contract.

Any major violation involving abandonment of post, sleeping while on duty, falsification of records, failure to conduct patrols, or failure to maintain staffing levels shall require immediate corrective action.

Mobile County may require immediate removal of any employee assigned under this contract.

Three (3) violations within any twelve (12) month period shall constitute cause for termination for default.

Each occurrence of non-compliance shall constitute a separate violation.

Mobile County reserves the right to terminate the contract immediately for convenience, with or without cause, upon 10 days written notice to the Contractor.

If at any time the Contractor fails to fulfill or abide by any of the specifications or conditions herein, Mobile County Commission reserves the right to cancel the agreement and obtain services from another provider.

The causes for termination identified herein are not intended to be all-inclusive. Any failure to comply with the requirements, standards, specifications, or other provisions of this solicitation or the resulting contract may constitute grounds for termination at the sole discretion of the County.