

**RFQ (High Score)
Physical Security Services
DPT202601JAN
SCOPE OF SERVICES**

Uniformed Security Services are required for three (3) Bus Depots.

On behalf of the Department of Public Transportation, the security services are intended to protect the compounds where the storage of buses are located.

1. Locations:

The security service shall be provided as follows:

- **Dockyard Depot**
Off Pender Road, Sandys (just before the Westgate Correctional Facility).

5:30pm - 1:00am: Monday – Sunday including Public Holidays
- **Devonshire Depot**
#26 Palmetto Road, Devonshire.

8:00pm - 6:00am: Sunday - Thursday
8:00pm - 7:00am: Friday, Saturday and Public Holidays
- **St. Georges Depot**
Off Old Military Road, St. Georges (adjacent to old Outerbridges Machine Shop).

8:00pm-6:00am: Sunday - Thursday
8:00pm - 7:00am: Friday, Saturday and Public Holidays

2. One (1) uniformed security personnel is required at each location. A roving patrol must be undertaken once every 90 minutes.
3. The Contractor shall ensure provision of adequate manpower and shall furnish the names and addresses of the persons deployed. Each employee shall be required to be a Licensed Security Guard approved by the Bermuda Police Service. The contractor is responsible for the training of all his staff and for providing all Personal Protective Equipment.
4. The successful Contractor shall execute the contract directly and they shall not be permitted to give any sub-contract for part or whole of the work.
5. It shall be responsibility of the Contractor to ensure that their staff is in proper uniform along with their name tags with photographed identification.
6. The successful contractor must develop a comprehensive set of standard operating procedures (SOP) documenting both general procedures as well as site specific responsibilities. The SOP shall be prepared prior to commencement of the contract and must be reviewed and approved by management within thirty (30) days from the commencement date of the contract and services. All security officers will be required to read and verify that they understand the SOP, and at minimum, shall be tested during on the job training, annually and more frequently during site inspections. They will also be required to pass on site drills throughout the tenure of their contract. The successful contractor shall be responsible for accommodating regular and additional duty hours as may be requested.
7. Security personnel is required to monitor the CCTV system where installed and/or operational.

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8. Security personnel shall unlock or lock and open or close the Depot gate(s) manually or activate the automatic gate operator when required.
9. Security personnel shall have the main responsibilities of observation and reporting.
10. Security personnel shall protect the manned premises against fire, theft, vandalism, and illegal entry.
11. Security personnel shall protect and control entry to the Depot.
12. Security personnel shall maintain awareness of unauthorized individuals in any area of the manned premises.
13. Security personnel shall check windows and doors while on patrol.
14. Security personnel shall search the Depot area thoroughly as required for the investigation of unusual activity.
15. Security personnel shall respond to any potential problem and report to the proper authority: police, fire department, building office, the client, etc.
16. Security personnel shall file written reports of routine activities, major incidents of security and/or safety violations and ensure the appropriate action has been taken to correct a situation.
17. Security personnel shall monitor the depot for any evidence of illegal or questionable activity and assist law enforcement as needed, including notification of the Police, Fire Department or other appropriate authorities of any situation requiring immediate attention.
18. Security personnel shall monitor any suspicious activity and shall report such incidents to the necessary personnel.
19. Security personnel shall report trespassers to the necessary personnel.