



INSTRUCTIONS AND BID APPLICATION FOR SECURITY GUARD SERVICES

Clinton Township, Roseville, and Warren Michigan Works! Career Centers

Contract Period: October 1, 2026 through September 30, 2027

I. INTRODUCTION & PURPOSE

This bid packet is issued by the **Macomb/St. Clair Workforce Development Board** (referred to in these instructions as **M/SCWDB**) as an invitation to qualified security service providers to submit a bid for daily security guard services at the **Michigan Works! Career Centers** located at the following sites:

Clinton Township Michigan Works! Career Center- 1 Guard

43630 Hayes Road
Suites 100, 240, and 250
Clinton Township, MI 48038

Roseville Michigan Works! Career Center- 1 Guard

15950 Twelve Mile Road, Suite 100
Roseville, MI 48066

Warren Michigan Works! Career Center-2 Guards

30500 Van Dyke Ave, Suite 400
Warren, MI 48093

Contracts awarded through this bid process will cover the period beginning **October 1, 2026** and ending **September 30, 2027**. Based on satisfactory performance, M/SCWDB may elect to exercise up to two additional one-year extensions. If both extensions are exercised, the contract could continue through **September 30, 2029**. Pricing and contract terms may be renegotiated for each extension period.

II. DESCRIPTION OF PROPERTIES

Clinton Township MW! Career Center (contains 3 Suites)

Suite #100 contains approximately 13,627 sq ft comprised of meeting rooms, separate office cubicles/work areas and 4 restrooms.

Suite #240 contains approximately 3,213 Sq Ft comprised of a large computer lab area, 5 offices, a lounge, 2 restrooms, and a conference room.

Suite #250 contains approximately 4,462 SF comprised of offices/cubicles, 1 meeting room, a kitchen area, 2 restrooms and a copy area.

Roseville MW! Career Center contains approximately 11,724 sq ft comprised of meeting rooms, separate office cubicles/work areas and 4 rest rooms.

Warren MW! Career Center contains approximately 10,000 SF, comprised of meeting rooms, separate office cubicles/work areas and 2 rest rooms.

Career Centers are open from 8:00 a.m. to 5:00 p.m. **Monday through Friday**. Security Guard daily schedule will be negotiated with contract award but shall not exceed 8 hours per day/40 hours per week. Career Centers will be closed for a total of 13 or 14 weekdays in observance of the following holidays. Security guard services will not be required on holidays or weekends.

New Years Day
President's Day
Juneteenth
Labor Day
Veteran's Day
Christmas Eve
New Years Eve

Martin Luther King's Birthday
Memorial Day
Independence Day
Election Day (even numbered years)
Thanksgiving (2 days, Thursday and Friday)
Christmas Day

III. SCOPE OF SERVICES

Contractor shall provide daily, unarmed security guard services at the locations listed in Section 1. Services will include:

- Professionally trained guards
- Daily activity and incident reports
- Site-specific post orders tailored to each location, with periodic, roaming patrol
- Follow and carry out the Safety Threat and Emergency Action Plan for Macomb/St. Clair Career Centers
- Availability for special projects/assignments as requested by the Client
- Provide walk-through assessment of career center as requested by client
- Contractor shall at all times conduct its activities professionally and in compliance with the reasonable objectives of Client
- Contractor shall comply with and adhere to all applicable federal, state, and local laws, rules, and regulations, and the policies and procedures of Client

IV. GENERAL DIRECTIONS, SPECIFICATIONS, AND INFORMATION

IMPORTANT: Each bidder must submit a proposal that includes all locations.

Your bid should be responsive to the information being requested in this request for proposal. The M/SCWDB may award a contract based on bids received without discussion with the bidders. Each bid should therefore be submitted in the most favorable terms from a price and technical standpoint, which

the proposer can make to the M/SCWDB. The charges listed should be valid for the length of the contract. The M/SCWDB reserves the right to request additional data, discussion, or a presentation in support of written bids.

In order to receive consideration:

- **Bidders must be registered on the “Federal Contractor Registry” (<http://www.sam.gov>) and be in good standing.**

Budget

The proposed annual budget for this contract is approximately \$250,000-\$265,000.

Format

An application is included as part of this packet. It must be filled out completely. Do not submit information that is not requested. Submit attachments only where requested. This bid solicitation is a competitive process. Bidders are therefore advised to present their bids in the most favorable light possible.

Scoring of Proposals

Proposals will be reviewed and scored on a 100-point basis. Proposals will be judged and scored on the following criteria:

Scoring Criteria	Possible # of Points
Background Information	10 Points
Training Timeline and Techniques	20 points
Bid Amounts	65 points
Application Accuracy and Completeness	5 points
Total	100 points

Audits and Investigations

The organization contracted to provide the requested services must agree to cooperate with any monitoring, inspections, audits, or investigations of activities related to this agreement that may be conducted by the Macomb/St. Clair Workforce Development Board, the County of Macomb, the State of Michigan, the United States Department of Labor, and/or any of their designated representatives.

Contractual Policies

The organization or "contractor" selected through this bid process to provide the requested service will enter into a service contract with the M/SCWDB that will cover the period of **October 1, 2026 through September 30, 2027**. Under this contract, the contractor will bill the M/SCWDB for services rendered on a monthly basis by the 10th of the following month. Detail work records will be required with invoice.

Limitations

This preliminary questionnaire does not commit the Macomb/St. Clair Workforce Development Board to award a contract, to pay any costs incurred in the preparation of a proposal prepared in response to the solicitation, or to procure or contract for services or supplies. The M/SCWDB reserves the right to accept or reject any or all bids received as a result of this solicitation, to negotiate with all qualified bidders, or to cancel this request for bids if it is in the best interest of the M/SCWDB to do so.

Response Requirements

In order to receive consideration, bids must be labeled as "Security Guard Services Bid", and dropped off or mailed to the following address:

**Ms. Christina Seibert, Administrative Assistant
Macomb/St. Clair Workforce Development Board
Verkuilen Building
21885 Dunham Road, Suite #11
Clinton Township, MI 48036-1030**

Due Date

Bids must be received in the offices of the M/SCWDB no later than **12:00 p.m. on Monday, August 3rd, 2026**. Bids received after that date will not be accepted for consideration. Bids received prior to that time will remain sealed, will be time-stamped and held in a secure location until **1:00 p.m. on Monday, August 3rd, 2026**. At that time, all bids will be opened and recorded in the administrative offices of the Workforce Development Board.

Review Period

Bids will be reviewed starting Monday August 3rd, 2026 through Monday August 17th 2026. Recommendations will be presented at the M/SCWDB Meeting on Thursday August 20th 2026. All bidders will be notified of the decision via email on Friday August 21st 2026.

Cancellation

M/SCWDB reserves the right to cancel contracts based on performance, funding cuts or changes to/loss of leased locations. M/SCWDB will provide a 90-day notice to the vendor that the contract is being terminated along with the final day that the services will be needed. In the event of changes to/loss of leased locations, M/SCWDB reserves the rights to renegotiate the terms of the contract.

Questions

Questions about this bid process can be directed to **Erin O'Brien** at **by e-mail at: Erin.Obrien@msc-mw.org**. Questions must be received by **4:00 p.m. on Friday July 17th, 2026**.

An electronic copy of this bid form, in PDF format, can be obtained by visiting: [Home - Michigan Works! Macomb/St. Clair \(msc-mw.org\)](http://Home-MichiganWorks!Macomb/St.Clair(msc-mw.org))



**MICHIGAN WORKS! CAREER CENTER
SECURITY GUARD SERVICES BID APPLICATION
FOR THE PERIOD OF
OCTOBER 1, 2026 THROUGH SEPTEMBER 30, 2027**

INTRODUCTION

This application must be completed and returned labeled as "Security Guard Services Bid" to the attention of:

**Ms. Christina Seibert, Administrative Assistant
Macomb/St. Clair Workforce Development Board
Verkuilen Building
21885 Dunham Road, Suite #11
Clinton Township, MI 48036-1030**

Bids must be received in the offices of the M/SCWDB no later than **12:00 p.m. on Monday August 3rd, 2026**. An electronic copy of this bid form, in PDF format, may be obtained by visiting:
Home - Michigan Works! Macomb/St. Clair (msc-mw.org/rfp/)

I. IDENTIFYING INFORMATION

A. _____
NAME OF BUSINESS

STREET ADDRESS

CITY/STATE/ZIPCODE

B. _____
CONTACT PERSON/TITLE

PHONE NUMBER

FAX NUMBER

E-MAIL ADDRESS

II. BACKGROUND INFORMATION:

A. How many years of experience has your company had in providing security services?

B. Provide a list of the names of some of your current or previous customers.

May we contact those references?

_____ Yes _____ No

III. TRAINING TIMETRAPE AND TECHNIQUES: Attach additional document if needed

- **What is your typical training timeline for a new security guard?**
 - Please outline key stages and estimated durations.

- **What training methods or techniques do you use?** Please specify specific training courses.
 - Method Examples: hands-on practice, shadowing, classroom instruction, online learning, mentoring, etc.
 - Technique Examples: physical fitness standards, de-escalation techniques, etc.

- **How do you measure progress during training?**

- **What criteria do you use to determine when training is complete?**

- **How do you handle situations where additional training is needed?**

IV: BID

Cost Breakdown: For each of the Career Centers, please list your fees to provide the services requested and described in the above narrative.

Location	# of Guards	Daily Rate (based on 8hr/day)	Weekly Total
Clinton Township	1		
Roseville	1		
Warren	2		

IV. ADDITIONAL INFORMATION

Provide documentation that the company is bonded and insured.

Is the company registered on the Federal Contractor Registry? (<http://www.sam.gov>)

_____ No _____ Yes SAM ID Number _____

If you would like to provide any additional information about your company and/or your ability to provide the requested service, please list it here. You may include an attachment if necessary.

V. BIDDER'S SIGNATURE PAGE

Please provide all requested information as part of your response.

a. Bidding under the name of: _____

b. Federal Employer Identification Number: _____

C. Type of Organization: _____ Private-For-Profit

_____ Public/Non-Profit

_____ Private/Non-Profit

D. List the address that payment should be directed to if awarded this contract.

E. Is the owner or any employee of the organization submitting this bid associated with, or have a family member serving on the Macomb/St. Clair Workforce Development Board, the Macomb or St. Clair County Board of Commissioners, or as an administrative employee of the Macomb/St. Clair Workforce Development Board? _____ Yes _____ No

If "Yes", identify whom that individual is, the person that he or she is associated with, the position held by each of these individuals, and the relationship that exists between them.

I certify that this proposal is a firm offer to provide security guard services at the Michigan Works! Career Centers between the dates of October 1, 2026, and September 30, 2027. I certify that the organization that I represent will maintain complete and accurate records for a period of 3 years justifying all charges to the Macomb/St. Clair Workforce Development Board for work rendered should a contract be awarded through this bid process. Such records will leave a clear audit trail to the point of origin.

The organization contracted to provide the requested services must agree to cooperate with any monitoring, inspections, audits, or investigations of activities related to this agreement that may be conducted by the Macomb/St. Clair Workforce Development Board, the County of Macomb, the State of Michigan, the United States Department of Labor, and/or any of their designated representatives.

This document must be signed by an appropriate representative of the organization submitting this bid who has signatory authority for entering into contracts on behalf of the organization.

Print Name and Title

Authorized Signature/Date

Address

Phone Number / Fax Number