



Request for Proposals
(RFP)
Security Guard
26RFP001

Issued: 09/19/2025

280 South Decatur Boulevard
Las Vegas, Nevada 89107

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ATTACHMENTS

Attachment A - Proposal Form

Attachment B - Price Form

SECTION I - INTRODUCTION

A. Purpose

The Southern Nevada Health District (“SNHD”) requests proposals from experienced and qualified security firms to provide a uniformed unarmed security guard (“Guard”) at one SNHD facility (“Project”).

B. Entity Information

SNHD was created in 1962 when the State Legislature combined the health departments of the county and several adjoining cities. SNHD is one of the largest local public health organizations in the United States serving over 2.3 million residents and safeguarding the public health of over 40 million visitors to Las Vegas annually.

SNHD’s mission is, “To assess, protect, and promote the health, the environment, and the well-being of Southern Nevada communities, residents, and visitors.”

SNHD’s governing body is the Southern Nevada District Board of Health (“Board”). The Board is vested with jurisdiction over all public health matters within Clark County Nevada.

C. Funding

Any contract awarded under this RFP will be funded by an award from Clark County, Nevada, will be subject to the availability of funding, and will be immediately terminated if any funding budgeted for the contract is withdrawn, limited, or impaired.

D. Anticipated Contract Type

Any awarded contract will be a “requirements” contract for the services specified.

E. Anticipated Contract Term

SNHD anticipates the period of performance may be up to 18 months. SNHD reserves its right to determine the length of the initial term and optional extensions prior to awarding any contract.

F. Subcontracting

Subcontracting will not be permitted under any awarded contract.

G. Ethics in Procurement

It is unlawful for any Contractor to offer, or any employee of SNHD or their immediate family to solicit or accept a gratuity in connection with the solicitation, award, or administration of any contract issued by SNHD.

SECTION II - SCOPE OF SERVICES

A. General

The Guard supplied by the awarded contractor ("Contractor") shall provide unarmed construction-related security to safeguard property and persons when present at an existing facility.

B. Location and Schedule

One Guard will be required at [700 S. Martin Luther King Blvd., Las Vegas, NV 89106](#) as follows:

Day	Start Time		End Time		Hours
Monday	12:00:00	AM	to 06:00:00	AM	6
Monday	04:30:00	PM	to 11:59:59	PM	7.5
Tuesday	12:00:00	AM	to 06:00:00	AM	6
Tuesday	04:30:00	PM	to 11:59:59	PM	7.5
Wednesday	12:00:00	AM	to 06:00:00	AM	6
Wednesday	04:30:00	PM	to 11:59:59	PM	7.5
Thursday	12:00:00	AM	to 06:00:00	AM	6
Thursday	04:30:00	PM	to 11:59:59	PM	7.5
Friday	12:00:00	AM	to 06:00:00	AM	6
Friday	04:30:00	PM	to 11:59:59	PM	7.5
Saturday	12:00:00	AM	to 11:59:59	PM	24
Sunday	12:00:00	AM	to 11:59:59	PM	24
					115.5

C. Duties

1. Safety

Guard will perform all necessary services to ensure the safety and protection of persons and property. Guard will immediately report potentially hazardous conditions.

2. Emergency Assistance

In case of an emergency, Guard will immediately notify law enforcement or other emergency assistance and take necessary action until the requested assistance arrives.

3. Weapons

- a. An unarmed security guard is defined as a uniformed officer who will not carry a firearm but who is certified, authorized, and trained to use, proficient at using, and who may carry non-firearm (other) types of weapons or no weapons at all.
- b. SNHD will advise Contractor which other weapons may be used. Other weapons may include baton, electronic control device, and oleoresin capicum.
- c. Contractor shall provide a list of other weapons the Guard assigned to SNHD is authorized to carry and proof that Guard is certified to carry those weapons. All weapons must be within acceptable industry standards.

4. Arrest and Detention

Guard may make citizens arrests or detain individuals who endanger the safety and protection of persons and property.

5. Reporting

Guard will prepare a daily electronic log/irregularity report.

D. Cost

1. Provide rates for the following work shifts ([Attachment B - Price Form](#)):
 - a. Regular: Pre-scheduled hours. Regular shifts will not be paid as overtime regardless of the number of hours worked during a day, week, or pay period.
 - b. Overtime: Non-scheduled shift, call back, or an extension of a regular shift in which SNHD requires the Guard to remain on duty.
 - c. Holiday: Actual holiday day if Contractor-observed holiday.
2. Contractor may bill for holiday pay only if Contractor observes the holiday. If Contractor does not observe an SNHD-observed holiday and Contractor's services are utilized on that SNHD-observed holiday, the rate of pay will be the regular shift hourly bill rate.
3. Contractor and SNHD shall reconcile hours worked. In the event of any dispute regarding hours worked and charges, SNHD's figures shall prevail.
4. Cost shall not include travel to service location.

E. Billing

Contractor shall submit invoices at least monthly with supporting documentation for hours worked to AP@snhd.org. Invoices at a minimum shall include the following:

1. Name of Guard
2. Number of hours worked during the pay period
3. Start and end times
4. Payment rate(s)
5. Total employee earnings for the period
6. Explanation of any overtime or holiday hours charged
7. Total amount due Contractor for the period invoiced

F. Project Specifications

1. Contract Administration
 - a. SNHD reserves its right to require the immediate replacement of any Guard determined to be unprofessional in the performance of their assigned duties.
 - b. The ideal contractor will have an office in Southern Nevada with a manager or coordinator to manage Contractor's workforce and interface with SNHD.
 - c. Contractor shall be directly responsible for the supervision of Guard assigned to SNHD. Supervisors must make on-site reviews and/or interface with SNHD at least once a week.

- d. Contractor must have a procedure and supply a phone number for immediate, 24-hour response for significant personnel issues, emergencies and/or urgent matters.
- e. Contractor shall ensure that Guard has a reliable cellular phone in their possession for quick/direct communication while assigned to SNHD at no cost to SNHD. Contractor shall provide phone number to SNHD.
- f. Contractor shall ensure that all the duties, responsibilities and instructions provided by SNHD are carried out as specified.
- g. SNHD will immediately report any observed disciplinary concerns to Contractor. Contractor shall immediately initiate corrective action and report the actions and results to SNHD.

2. Personnel Standards

- a. Guard assigned to SNHD must:
 - i. Be at least 21 years of age
 - ii. Possess either a high school diploma or a GED
 - iii. Be able to read, write, and speak English
 - iv. Be registered/licensed as defined in NRS and [NAC Chapter 648](#)
 - v. Have and carry in their possession a Work Card issued by the Clark County Sheriff (Work Card will specify armed or unarmed security)
 - vi. Not be wanted, under investigation, convicted, or on release pending criminal changes for any felony, crime of moral turpitude, or other criminal act inconsistent with SNHD's mission
 - vii. Be authorized to work in the United States
 - viii. Be familiar with their respective post orders
 - ix. Possess a valid Nevada driver's license and have access to reliable transportation
 - x. Be able to perform the physical duties of the job, which may require moderate to arduous physical exertion, including but not limited to activities such as:
 - 1) Standing or walking for an entire shift
 - 2) Climbing stairs and ladders
 - 3) Lifting/carrying objects weighing up to 50 pounds
 - 4) Running for short distances
 - xi. At no time during Guard's shift will any of the following be tolerated:
 - 1) Any form of harassment or unwelcome conduct that creates an offensive, hostile, or intimidating environment, and failing to report such conduct when observed
 - 2) Discourtesy or insolence
 - 3) Vacating their post without authority
 - 4) Eating while on duty other than lunch break
 - 5) Leaning on or against structures such as walls and doors
 - 6) Prolonged idle talk with others
 - 7) Sleeping on duty
 - 8) Unauthorized use of SNHD phones, computers, or other equipment
 - 9) Improper use, display of, or failure to secure any weapon
 - 10) Possession of an unauthorized weapon

- 11) Failure to make a prompt and complete report of damage incurred to any SNHD property or equipment
- 12) Failure to report known violations of SNHD rules or regulations
- 13) Reading any materials which are not job-related while on duty
- xii. Not manufacture, distribute, possess, or use illegal drugs, or any other unauthorized or mind-altering or intoxicating substances, or use prescription drugs above the prescribed levels or for other than the prescribed purposes while assigned to SNHD.
 - 1) Contractor shall ensure that Guard assigned to SNHD is drug-free as evidenced by an approved drug testing process
 - 2) Contractor must have a policy requiring mandatory drug testing following a workplace accident or injury, or a use of deadly force incident

3. Prior Guard Experience

Prior to assignment under any awarded contract, Guard must have a minimum of six (6) months of paid experience, which may include employment as a civilian in a public safety agency, corrections, bailiff, military, or another closely related.

4. Permanent Status

SNHD expects the same Guard (backups) be assigned to SNHD for stability during the Project.

5. Employee Documentation

Prior to commencement of any contract and upon request Contractor shall submit a list of guards that may be assigned to SNHD with the following information:

- a. Work Card
- b. Name
- c. Physical address (and mailing address if different)
- d. Primary phone number
- e. Date of birth
- f. Nevada driver's license number
- g. Length of employment with contractor
- h. High school diploma or GED
- i. Proof of completed mandatory training class required (see section II.F.6.c below)
- j. Criminal background check
- k. Drug testing certification

6. Recruitment, Testing and Training

- a. Contractor shall provide and pay all costs for recruitment, physical examinations, drug testing, qualification testing, orientation, and training of security guards at no cost to SNHD.
- b. Guard must maintain training, certification, and examinations requirements as required by the Private Investigator's Licensing Board.
- c. Guard assigned to SNHD must have successfully completed four (4) hours of classroom instruction and training in the following areas:
 - i. Duties and functions of a private security force
 - ii. Communication systems
 - iii. Legal procedures and limitations
 - iv. Note taking and report writing

- v. Public relations
 - vi. Access control
 - vii. Fire prevention and basic firefighting
 - viii. Phone courtesy
 - ix. Emergency response and emergency medical assistance
 - x. Bomb threat procedures
 - xi. Alarm response
 - xii. Personal appearance
 - xiii. Visitor/crowd control and nonviolent dispute resolution intervention techniques
 - xiv. Radio operations procedures
 - xv. Patrol methods
 - xvi. Theft prevention
 - xvii. Traffic control
 - xviii. Evacuation procedures
 - xix. Weapons qualifications if applicable
- d. SNHD and Contractor shall coordinate the initial orientation to be provided to assigned Guard (including newly assigned Guards as applicable), which will include the following:
- i. Agency organizational structure
 - ii. Facility familiarity
 - iii. Tour duties and post orders
 - iv. Security center operations
 - v. Security rules and regulations
 - vi. Emergency procedures
 - vii. Appropriate visitor/client interaction techniques and methods

7. Appearance, Uniforms, Identification and Equipment

- a. Appearance: Contractor shall ensure that the appearance, manner and general demeanor of Guard assigned to SNHD is of a high standard.
- b. Uniforms: Contractor shall provide uniform to Guard assigned to SNHD. Contractor shall ensure that Guard wears the required uniform. Per [NAC 648.530](#), uniforms shall be distinctive from local law enforcement agencies to avoid misrepresentation or confusion.
- c. Identification: Contractor shall ensure that Guard carries a valid identification card with the following data:
 - i. Name
 - ii. Photograph
 - iii. Employer's name
 - iv. State license number if applicable
 - v. Employer's authorizing signature
 - vi. Work Card.
- d. Equipment: Guard assigned to SNHD shall wear duty belts with:
 - i. Handcuffs
 - ii. Holster
 - iii. Flashlight
 - iv. Defensive items approved by SNHD and supplied by Contractor as defined in section [II.C.3](#).

8. Policies

Contractor shall have written policies, including but not limited to the following:

- a. Firearms
- b. Use of force
- c. Sexual harassment and discrimination
- d. Drug-free workplace

9. Additional Contractor Responsibilities

Contractor shall be responsible for all federal and state payroll requirements, including but not limited to:

- a. Payroll taxes and payroll reports
- b. Workers' compensation insurance for any Guard assigned to SNHD
- c. Paid time off (PTO), including but not limited to vacation and sick leave. SNHD will not be billed for any PTO

SECTION III – TIMETABLE AND PROVISIONS

A. Timetable

RFP Issued	09/19/2025
Deadline to Submit Questions.....	2:00 PM PT on 09/23/2025
Deadline to Disseminate Questions and Answers.....	09/26/2025
Deadline to Submit Proposals	2:00 PM PT on 10/06/2025
Evaluation Completed.....	10/09/2025
Notification of Intent to Award Emailed	10/10/2025

B. Authorized Contact

1. The RFP Authorized Contact is Kevin Bratcher. No other person has the authority to respond to questions about this RFP unless authorized by written addendum issued by the Authorized Contact.
2. All questions about this RFP from RFP Issuance to Notification of Intent to Award shall be directed only to the Authorized Contact at procurement@snhd.org.
3. Communication about this RFP with anyone associated with SNHD other than the Authorized Contact is prohibited. **Proposals will be rejected for noncompliance with this prohibition.**

C. Questions

1. Written questions about this RFP must be submitted via email to procurement@snhd.org by **2:00 PM PT on 09/23/2025**. Indicate “26RFP001 Questions” in the email subject line.
2. The submitted questions and answers will be emailed to known contractors by 09/26/2025 and posted to [SNHD’s Public Notices website](#) by 5:00 PM PT on 09/29/2025.

D. Deadline to Submit Proposals and Late Proposals

1. Proposals are due by **2:00 PM PT on 10/06/2025**.
2. Proposals submitted **after 2:00 PM PT on 10/06/2025** will be rejected as late.

E. Proposal Submission

1. Email one (1) PDF file (attachment) to procurement@snhd.org. Indicate “26RFP001 Proposal” in the email subject line.
2. Mailed, hand-carried or faxed proposals, or hyperlinks to proposals will not be accepted.

SECTION IV – REQUIREMENTS

A. Contractor Qualifications

To be eligible to submit a proposal, Contractor must have:

1. A minimum of five (5) years of experience providing uniformed security services.
2. A valid Nevada business license.
3. A valid Nevada Public Investigators Licensing Board license.

B. Proposal Preparation and Submission

1. Complete and submit the following:
 - a. Complete and submit [Attachment A - Proposal Form](#)
 - b. Complete and submit [Attachment B - Price Form](#)
 - c. Provide a copy of Contractor's valid Nevada business license
 - d. Provide a copy of Contractor's valid Nevada Public Investigators Licensing Board license
 - e. Provide a copy of Contractor's Certificate of Insurance
 - f. Narrative describing
 - i. How Contractor's services differentiate it from its competitors
 - ii. Contractor's proposed implementation plan
 - iii. How Contractor addresses absenteeism
 - g. Provide copies of Contractor's written policies for:
 - i. Firearms
 - ii. Use of force
 - iii. Sexual harassment and discrimination
 - iv. Drug-free workplace
 - h. List other weapons Contractor's security guards are authorized to carry and proof that security guards are certified to carry those weapons as applicable.
 - i. List Contractor's observed holidays.
 - j. Provide at least three (3) client references other than SNHD, preferably government agencies, that Contractor has provided guard services to in the past three (3) years. Provide company names, contract amounts and dates, and contacts including names, titles, emails, and phones.
2. Provide an affirmative statement that Contractor is not excluded or debarred from doing business with any local, state, or federal government agency.
3. Provide an affirmative statement that Contractor, officers, and affiliates are independent of and not related to SNHD or its operations.
4. Provide an affirmative statement that no conflict of interest exists between Contractor, officers, and affiliates and SNHD or its operations.
5. Provide a statement disclosing or denying any interest, financial or otherwise, that any employee or official of SNHD or of its governing or advisory boards may have in Contractor's firm or in the Project.

6. Provide a statement disclosing all litigation, mediation, arbitration, or other alternate dispute resolution procedures involving Contractor, officers, and affiliates in the past five (5) years.
7. Provide a statement disclosing all complaints filed with any state regulatory bodies or professional organizations against Contractor, officers, and affiliates.
8. Provide a list of exceptions to any RFP specifications or requirements and the proposed alternatives. SNHD reserves its right to reject any proposed alternative.

C. Contractor Representations

1. Contractor has read and understands this RFP, makes its proposal in accordance with this RFP, and agrees with and will abide by the RFP terms and conditions.
2. Contractor has not communicated about this RFP or its proposal with anyone associated with SNHD in any capacity other than the RFP Authorized Contact.
3. Contractor's proposal was derived independently and without collusion.
4. Contractor shall comply with all applicable federal, state, and local laws, regulations and ordinances whether explicitly stated including but not limited to the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act, and the Disabilities Act of 1990, and regulations issued pursuant to those acts.

D. General Conditions

1. Interpretation or Correction of RFP (Documents)

- a. Contractor shall promptly email procurement@snhd.org regarding any error, inconsistency, or ambiguity in and/or to request clarification or interpretation of this RFP by the Deadline to Submit Questions, except as related to addenda issued after this date.
- b. Changes to this RFP will be only by written addenda issued by the Authorized Contact. Addenda will be posted to [SNHD's Public Notices website](#). Contractor shall ensure that its proposal reflects addenda (see [Attachment A](#)).

2. Responsive Proposal

A responsive proposal is one that conforms in all material respects to the RFP. SNHD reserves its right to waive any technicality, irregularity, or informality in determining responsiveness.

3. Responsible Contractor

A responsible contractor is one that has the capability in all respects to fully perform the RFP requirements, and the experience, integrity, perseverance, reliability, facilities, and equipment that will assure good faith performance, and that submits a responsive proposal.

4. Proposal Rejection

SNHD reserves its right to reject any proposal that does not conform to the RFP requirements.

5. Modification or Withdrawal of Proposal

Contractor may modify or withdraw its proposal by submitting a written request to procurement@snhd.org prior to the Deadline to Submit Proposals.

6. Cancel or Reissue RFP

SNHD reserves its right to cancel or reissue this RFP for any reason or for no reason.

7. Proposal Costs

SNHD will not reimburse any costs incurred by Contractor to prepare or submit a proposal.

8. No Guaranteed Contract

This RFP neither creates an offer to contract nor commits SNHD to contract for the services specified herein.

9. Limited Contract

SNHD reserves its right to contract for less than the services specified herein.

10. Exclusivity

Nothing in this RFP or in any resulting contract precludes SNHD from obtaining services like those specified herein from other sources.

11. Public Records

SNHD is subject to the Nevada Public Records Act. Pursuant to NRS 239.010, et seq., documents provided to SNHD are presumed to be public records open to inspection and copying by any person. Proposals must contain sufficient information to be evaluated without reference to any confidential or proprietary information. Any proposal marked “confidential” or “proprietary” or that contains materials so marked may be returned to Contractor and not considered for award. SNHD will produce documents provided by any Contractor even if marked “confidential” or “proprietary” pursuant to a public records request. SNHD will not be liable for disclosure of any documents or information provided by Contractor to SNHD.

SECTION V - EVALUATION & SELECTION

Proposals submitted by the Deadline to Submit Proposals will be reviewed for responsiveness to the RFP requirements. Responsive proposals will be evaluated per the following Evaluation Criteria. SNHD reserves its right to consider any other factors when evaluating proposals and Contractors if doing so is in SNHD's best interests.

A. Evaluation Criteria

Criteria Description	Maximum Points
Qualifications of firm, implementation plan, and administration	35
Cost	30
Experience performing like engagements (References)	25
Conformance with RFP terms	10

B. Clarification, Site Visits, Interviews, and Presentations

1. SNHD reserves its right, as it deems necessary or appropriate, to contact Contractor to clarify proposals or to obtain additional information, and/or to conduct site visits and/or interviews, and/or to request that Contractors make presentations.
2. SNHD reserves its right to base its decision solely on written proposals, irrespective of any other interactions with Contractor as referenced in the preceding paragraph B.1.

C. Selection

1. The Proposal selected for award, if any, will be the one that is most beneficial to SNHD regarding Contractor's experience, qualifications and capabilities, and price, and/or that best meet SNHD's needs.
2. If SNHD is unable to finalize a satisfactory contract with any selected Contractor within 45 calendar days, SNHD shall formally terminate discussions with that Contractor and at its sole discretion begin discussions with another Contractor or cancel or reissue this RFP.
3. Any contract resulting from this RFP will be presented to the Board for consent as applicable.

Attachment A Proposal Form

Complete and submit Attachment A. Indicate “None” as applicable.

The undersigned, as an authorized representative of the company named below, acknowledges that they have examined this RFP and all related documents, and hereby offers to furnish all labor, materials, tools, supplies, equipment, and services necessary to comply with the specifications, terms and conditions set forth herein.

Question	Response
Company name:	
Ownership type (e.g., partnership, corporation):	
Number of years in business:	
Company officers' names, titles and years in the uniformed security industry:	
Address of company headquarters:	
Address of office/location from which security guards will be assigned for this Project:	
Number of local employees/security guards:	
Number of national employees/security guards:	
Federal tax ID number:	
Nevada business license number:	
Nevada PILB license number:	
SAM.gov Unique Entity Identifier (UEI) number:	
Does the proposal include exceptions to any RFP specifications/requirements?	Yes No

Signer acknowledges receipt of addenda issued/posted to [SNHD's Public Notices website](#):

Addendum No. _____	Issue Date _____
Addendum No. _____	Issue Date _____
Addendum No. _____	Issue Date _____

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

Phone: _____ Email: _____

Attachment B
Price Form

The firm-fixed hourly bill rates must incorporate all costs including wages, taxes and benefits, materials, tools, supplies, equipment and services necessary to comply with the specifications, terms and conditions set forth in this RFP. No additional costs may be billed without prior SNHD approval.

Work Shift	RFP Section	Hourly Bill Rate
Regular	<u>II.D.1.a</u>	
Overtime	<u>II.D.1.b</u>	
Contractor-Observed Holiday	<u>II.D.1.c</u>	

Company Name: _____

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

Phone: _____ Email: _____