



## Request for Proposal

### Organizational Overview

Consolidated Library District 3 (aka Mid-Continent Public Library) was founded in 1965 and is a political subdivision of the state of Missouri. Mid-Continent Public Library (MCPL) has 31 branch libraries, one Administrative Headquarters, and one Warehouse Location serving Clay, Jackson and Platte Counties in Missouri. MCPL operates two Event Spaces-one at the Midwest Genealogy Center and the other on the campus of the Woodneath Library Center. Both facilities are equipped to accommodate meeting, banquets and performances and are available for rent by the public.

### Requested Product or Service

Provide security services for Library- and customer-sponsored events at the Library's Event Spaces, located at:

The Conference Center at MGC

Midwest Genealogy Center  
3440 S. Lee's Summit Road, Independence, MO 64055

The Auditorium at the Woodneath Library Center  
8900 NE Flintlock Road, Kansas City, MO 64157

### Contact Person

All inquiries concerning this Request for Proposals (RFP) should be directed to:

Dustin Koopman, Security Director  
[dkoopman@mymcpl.org](mailto:dkoopman@mymcpl.org)

Mid-Continent Public Library  
15616 E 24. Hwy.  
Independence, MO 64050  
816.836.5200

### Project Scope

Mid-Continent Public Library is seeking security company/vendor to provide security for events that take place at The Conference Center at MGC and The Auditorium at the Woodneath Library Center. The events that will require security are events with attendance greater than 100 guests, events where alcohol is served and events that happen outside of the libraries' operating hours. Events with 100-199 guests will require one security personnel minimum, events with 200-299 will require two security

personnel minimum, events with 300-399 will require three security personnel minimum and events with 400+ will require four security personnel minimum. This is also the same for events where alcohol is present.

### **Timeline**

Posted – TBD, 2024

Winner Selected -- As soon as TBD, 2024

Service Begins – Before TBD, 2024

### **Proposals must include the following:**

1. Brief description of vendor
2. Vendor contact
3. All applicable services, service fees and rates
4. Description of training that is provided to security personnel

### **Vendor Responsibilities**

1. Vendor must comply with all local, state, and federal guidelines and regulations.
2. Vendor must add Mid-Continent Public Library as additionally insured to the vendor's liability insurance policies. See "**Insurance Requirements**"
3. Vendor must abide by Mid-Continent Public Library's Conduct Policy and Acceptable Use Policy
4. Vendor must abide by Mid-Continent Public Library's Event Security Service Agreement.

### **Basis of Awarding**

The right is reserved, as the interest of the Library may require, to waive any defects or all informalities in any proposal, to reject any or all proposals, to take any or all proposals under advisement or to accept any proposal as may be deemed to be in the Library's interest in meeting the standard of lowest and best proposal.

The Library is committed to Equal Opportunity Act. The respondent will not discriminate against any employee or applicant because of race, color, religion, sex, national origin, or sexual orientations. The respondent agrees to comply with the Fair Labor Standards Act, Fair Employment Practices, Equal Opportunity Act and other applicable State and Federal laws. Mid-Continent Public Library has a strict policy against all types of workplace harassment based upon the following: an individual's age, race, color, religion, gender, sexual orientation, gender identity or expression, pregnancy (including childbirth, lactation, and related medical conditions), genetic information (including testing and characteristics), national origin, ancestry, disability, marital status, amnesty, status as a covered veteran, association with anyone who is a member of a protected class, AIDS/HIV status, veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.

Vendors, contractors, consultants, and their employees and sub-contractors are prohibited from engaging in any conduct constituting sexual or other discriminatory harassment that creates an intimidating, hostile, or offensive environment for staff, workers, visitors, and customers. Any such conduct in violation of this policy or toleration of such conduct by the contractor, its employees, or subcontractors may be cause for immediate termination of the contract and/or damages arising from or connected to the breach.

The Library has a goal of supporting small businesses and businesses with inherent challenges. Consequently, It's the Library's desire to engage a business certified by the Missouri Office of Equal Opportunity as Minority Business Enterprises (MBE) and/or Woman Owned Business Enterprises (WBE).

Mid-Continent Public Library is a political subdivision of the State of Missouri, and any contract developing from this RFQ is subject to the laws and regulations of the State governing its contracts, choice of law, venue, and other similar parameters for political subdivisions including RSMO Sec. 285.530.2. Pursuant to that section, any subsequent contract is contingent on providing Mid-Continent Public Library with an affidavit affirming enrollment and participation in a federal work authorization program respective to the employees working in connection with the services to be provided to Mid-Continent Public Library. Also, said firm does not knowingly employ any person who is an unauthorized alien in connection with the provision of those services.

### **Insurance Requirements**

An acceptable Certificate of Liability Insurance with a minimum of the following limits:

#### **GENERAL LIABILITY**

- General Aggregate 2,000,000
- Products Completed Operations Aggregate 2,000,000
- Personal and Advertising Injury 1,000,000
- Each Occurrence 1,000,000
- Fire Legal Liability 50,000
- Medical Payments 5,000

#### **AUTO LIABILITY**

- COMBINED SINGLE LIMIT 1,000,000

WORKERS COMPENSATION 100,000/100,000/500,000

SECURITY VENDORS ARE REQUIRED TO CARRY LAW ENFORCEMENT LIABILITY INSURANCE

The Certificate Holder shall be an Additional Insured on a Primary & Non-Contributory Basis for All Liability policies (General Liability, Auto Liability, and Umbrella if applicable). A 30-day cancellation notice is required.

The Certificate Holder shall be:

Mid-Continent Public Library District #3

Atten. Qun Fang

15616 East 24 Highway

Independence, MO 64050

Fax 816-521-7253

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**Submitted By:**

Name of Corporation: \_\_\_\_\_

Incorporated under the laws of the State of: \_\_\_\_\_

Licensed to do business in the State of Missouri: Yes \_\_\_\_\_ No \_\_\_\_\_ (check one)

Title of Authorized Signatory: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

**Return Signed To:**

Dustin Koopman

[dkoopman@mymcpl.org](mailto:dkoopman@mymcpl.org)