



Request for Proposals
Security Guards for
Buncombe County Health and Human Services
March 13, 2023

I. Introduction

Buncombe County Health and Human Services is seeking proposals from qualified organizations to provide security personnel for its main location at 40 Coxe Avenue, Asheville, NC 28801.

II. Scope of Work

Provide a team of unarmed security guards to perform the assigned duties of opening, closing, and patrolling and observing 40 Coxe Avenue and Sears Alley Parking Deck located beside 40 Coxe Avenue.

The total amount of time per a week will be approximately 120 hours. Additional hours or security personnel may be added to this or other locations over the course of the contract.

One guard is required for each of 3 overlapping shifts per day. Shift times are Monday through Friday from 6 A.M. – 2 P.M., 10 A.M. – 6 P.M., and 11 A.M. to 7 P.M. An on-site supervisor will not be required. A cell phone will be provided to each guard for communication, and guards will have access to security cameras. Workers will receive Blood Borne Pathogens training and training in the administration of Naloxone.



The length of this contract will be for one year to begin July 1, 2023, with the option to renew annually.

III. Questions

All inquiries and questions concerning this RFP shall be directed in writing via email to the Procurement Agent, Nina Alexander at nina.alexander@buncombecounty.org.

IV. Proposals

Proposals shall contain the hourly rate of three guards to overlap in coverage to cover building hours of 6am-7pm M-F daily to be located at the 40 Coxe location and any additional charges Buncombe County will incur, as well as the cost to add any additional security as needed.

Indicate whether the guards have training in CPR and/or First Aid.

V. Submission of Proposals

Proposals will be received until 2:00 p.m., March 21, 2023. All proposals may be electronically submitted via email and properly identified with the name:

“RFP: Security Guards for Buncombe County Health and Human Services”

Proposals must be submitted no later than the time and date specified. Email proposals to: Nina Alexander, Procurement Agent
Email: nina.alexander@Buncombecounty.org

The County’s capacity for email attachments is 9mb. It is the bidder’s responsibility to ensure the proposal is received prior to the proposal acceptance time. Late proposals will not be accepted.



VI. Limitations

This Request for Proposal does not commit Buncombe County to award a contract. The County reserves the right to accept or reject all or any part of any proposal, waive informalities and award the contract to best serve the interest of the County.

- VII. The length of this contract will be for one year to begin July 1, 2023, with the option to renew annually.

