

June 16, 2022

Subject: Request For Proposal – Security Guards – 2022 Elections, Early Voting periods.

In preparation for the 2022 Election cycle, the Palm Beach County Supervisor of Elections Office will need highly qualified and motivated security guards to work during the two (2) periods of Early Voting, which run from August 8<sup>th</sup> through August 21<sup>st</sup> (14 days), from 10:00 a.m. to 7:00 p.m. each day, and from October 24<sup>th</sup> through November 6<sup>th</sup> (14 days), from 7:00 a.m. to 7:00 p.m. each day.

During each of the days and time periods listed above, we will require ONE (1) UNARMED security guard at EACH of approximately 16 locations around Palm Beach County. Their onsite contact person will be the Site Supervisor for that location.

These security guards will be visible to the public, so we require that they be in uniform and present a professional appearance.

They also must behave in a professional manner, maintain a pleasant disposition, and avoid any communication of a political nature. If anyone around them makes a political or controversial statement, the guards must maintain neutrality and not respond in any political or potentially controversial manner. Their presence is primarily to serve as a deterrent to bad behavior by anyone in the immediate area, however these security guards also must be prepared to diplomatically maintain order if anyone in the crowd becomes unruly. If uncertain as to how to proceed, they should check with the Site Supervisor.

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You are requested to submit a proposal of your services and associated costs for staffing to fulfill the requirements outlined below. In your proposal, please submit the information listed below and additional information you may identify as pertinent to the selection process.

- Recruiting methodology used to source security personnel
- Extent/depth of candidate pool size
- Description of skill level testing to measure and evaluate candidates':
  - capability to handle stressful environment
  - oral communication capability
  - other
- Type of background checks conducted prior to personnel placement \*
- Certification/Licensing of security personnel
- Describe the training you will provide your staff in preparation for assignment to our office
- Attendance and dress policy
- Turnaround time for replacements
- Response time to short notice of emergency orders for personnel
- Post assignment evaluations of personnel
- Liaison/contact person(s)
- Onsite representative for initial staffing dates
- Insurance coverage, including worker's compensation
- Timekeeping and time approval procedures
- Regular billing rates for the requested positions
- Weekend rates and overtime billing rates

\* -- We will require a copy of the background check for each guard who works a shift with us.

Please submit two hard copies of your proposal to our office, or one copy by email to [marktatoul@votepalmbeach.gov](mailto:marktatoul@votepalmbeach.gov), by end of day June 30, 2022. Upon review and determination of our interest in your proposal, we will schedule an appointment with you to allow for further discussion.

If you have any questions regarding the submission process, please contact Mark Tatoul at 561-656-6275 or [marktatoul@votepalmbeach.gov](mailto:marktatoul@votepalmbeach.gov). Thank you for your anticipated interest and we look forward to receiving your proposal.

Sincerely,

Mark Tatoul  
Business Affairs  
Audit/Contracts Manager

## **Duties/Requirements for Security Guards – 2022 Elections**

The security guards will be visible to the public, so we require that they be in uniform and presenting a professional appearance.

We ask that the guards carefully record their work times on a daily basis so as to reduce errors that can waste our staff's time when processing invoices from the Security Service Provider.

The security guards should have sufficient training in proper oral communication with the guests at our polling locations.

They also must behave in a professional manner, maintain a pleasant disposition, and avoid any communication of a political nature. If anyone around them makes a political or controversial statement, the guards must maintain neutrality and not respond in any political or potentially controversial manner. Guards are to avoid any and all political topics including but not limited to conversations, debates, gestures of approval or disapproval, and engaging of press, protesters, and/or campaigners. Any and all engagements with said parties will be for the sole purpose of maintaining neutral grounds and conflict management.

The presence of security guards is primarily to serve as a deterrent to bad behavior by anyone in the immediate area, however these security guards also must be prepared to diplomatically maintain order if anyone in the crowd becomes unruly. If uncertain as to how to proceed, they should check with the Site Supervisor at their polling location.

In the event that guards decide to contact law enforcement, they shall immediately notify both the Site Supervisor and upper management of the Security Service Provider.

Guards shall refer any voter questions to the Site Supervisor or to the Client.

Guards are to keep the voter waiting lines in order.

Guards shall assist individuals with disabilities as they enter the polling location.

Guards are to ensure that all press, protesters, campaigners, etc. maintain a minimum distance of 150 feet from polling location doors. Similarly, guards are to ensure that all press, protesters, campaigners, etc. shall not interact with voters in line to vote within 150 feet of polling location doors.

There are exceptions to the rule above regarding the use of restroom facilities, as follows:

- (1.) Press, protesters, campaigners, etc. may be allowed to enter the polling location, as approved by the Site Supervisor, to use the restroom facilities, but they must not interact with voters.
- (2.) Approved Poll Watchers with approved Client-issued badges may enter the polling location, as approved by the Site Supervisor, to use the restroom facilities.

Each guard should arrive at his or her assigned polling location no later than 15 minutes prior to their starting time and sign in with the Site Supervisor for that location.

Guards must not leave at the end of their shifts until the next guard has been checked in by the Site Supervisor and has begun security duties. Guards are not to leave the site for any reason prior to the arrival of their replacement. If a guard must leave due to an emergency, the guard must notify both the Site Supervisor and upper management of the Security Service Provider.