



# **REQUEST FOR PROPOSAL**

UNARMED SECURITY GUARD SERVICES

Hall County Library System

Gainesville Branch

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Proposal Submission Deadline

July 8, 2026 at 3pm

**I. Background**

The Hall County Library System (“HCLS”) provides library services for the residents of Hall County and, through the PINES system, to all residents of Georgia. The Hall County Board of Commissioners owns the Gainesville Library (“Library”) building, which is a stand-alone 40,000 square-foot building located at 127 Main St. NW, Gainesville and is the headquarters for the entire five branch library system. The Library serves as a community gathering spot with various programs and services, which include: a children’s area with storytime room, five study rooms, meeting and conference rooms, an art gallery, public restrooms, and open space around the Library. HCLS aims to foster a safe and inviting environment for the patrons and employees of the Library. As such, to bolster this goal, HCLS is seeking proposals from entities to provide uniformed, unarmed security guard services at the Library, its curtilage, and the adjacent parking lot.

**II. Scope of Work**

The Hall County Library System is seeking competitive sealed proposals for a one-year contract to provide unarmed security guard services to the Gainesville Library with the option to renew for four (4) additional one-year terms.

The Library is seeking to enter into a professional services agreement with a qualified entity to furnish the Library with security services. The entity shall provide all necessary management, expertise, labor, materials, uniforms, equipment, vehicles, training, licenses, permits, insurance, and any and all other necessary components to perform security services at the Library.

A. The Library is seeking to have one uniformed security guard for fifty (50) to sixty (60) hours per week. Currently, the library is open to the public during the following days and times: • Monday and Thursday (10 a.m. – 8 p.m.) • Tuesday and Wednesday (10 a.m. to 6 p.m.) • Friday – Saturday (10 a.m. – 5 p.m.) The Library and selected entity would determine how and when to best utilize the security guard during these hours. The Library anticipates the hours may vary depending on operational needs. The Library reserves the right to change operating hours with four weeks notice to the vendor.

B. The security guard would patrol and monitor the interior and exterior of the Library, including the adjacent parking lots.

C. The security guard will be a necessary visual presence and will assist in removal and/or exclusion of individuals from the Library based on the Library’s Patron Public Conduct policy and other pertinent regulations or laws.

D. The security guard will provide library staff with professional advice on security-related matters and provide detailed and accurate reporting of events and activities.

E. The contract will go into effect October 1, 2026. Pricing proposed in proposals must be protected from October 1, 2026 to September 30, 2027. Should the contract be renewed for additional years, pricing may not increase more than indicated by the consumer price index.

**III. Proposal Submission Requirements and Schedule**

All proposals submitted in response to this request shall be signed and addressed to:

Hall County Library Administrative Office  
Security Services Proposal  
127 Main St. NW  
Gainesville, GA 30501

It is the sole responsibility of the entity submitting a proposal to ensure the proposal is received no later than the established due date and time provided for herein.

Proposals shall be submitted as follows:

Provide three paper copies and one digital copy on a thumb drive no later than 3:00 p.m. on July 8, 2026 to Hall County Library System Administrative Offices, 127 Main St. NW, Gainesville, GA 30501. The name and address of the entity shall be noted on the outside of the envelope or package and include a reference to "Security Services Proposal." Proposals may be hand delivered or mailed. They cannot be emailed or faxed. Proposals postmarked by July 8 but not received by the Library will not be evaluated. Pricing should be provided as a separate enclosed document, not as part of the larger proposal.

**IV. Proposal Content**

In order for a proposal to be considered, at a minimum, the proposal must include the requested items herein.

A. A cover letter/statement of interest indicating the company's interest in the project and highlighting its qualifications. The letter should be signed by the individual at the company able to commit to the contents of the proposal.

B. A brief overview of the company's history and organizational structure. This overview shall include the capacity of the company to begin providing the security services outlined in the proposal by October 1, 2026.

C. Describe the general approach, organization, and staffing required to provide the security services requested herein. If there are costs associated with implementation of your service, please outline those costs in your separate pricing proposal.

D. Provide experience and specific examples of how the company has provided similar security services.

E. Provide three past or current clients for whom similar services have been or are being performed. Please provide the reference entities name, contact person, mailing address, email address, and telephone number.

F. Provide the name, title, and security services experience of the person who will be managing this matter for the company

G. Provide proposed pricing per hour in a separate enclosed document.

H. Provide:

- E-verify affidavit and number
- Current business license
- Proof of insurance coverage

**V. General Terms, Conditions, and Criteria**

- A. A company submitting a proposal must actively be licensed by the state of Georgia to provide security services.
- B. A company submitting a proposal must complete the SAVE affidavit located on the library's website: [https://www.hallcountylibrary.org/information/bid\\_opportunities.php](https://www.hallcountylibrary.org/information/bid_opportunities.php) and comply with federal E-verify requirements.
- C. The Library reserves the right to reject all submissions and waive any irregularities and informalities in the information provided.
- D. The Library reserves the right to negotiate contract terms with the successful bidder.
- E. The Library reserves the right to award any contract to the next most qualified company, if the successful company does not execute a contract in a timely manner.
- F. The Library shall not be responsible for the costs incurred by a company in preparing, submitting, or presenting its proposal.
- G. In submitting qualifications, the respondent agrees to comply with all applicable federal, state, county, and city laws in the conduct of the work specified herein.
- H. All materials submitted in response to this request for proposal are subject to the Open Records Act and may be subject to dissemination to the public.
- I. Optional tours of the Gainesville Library will be available to companies interested in submitting a proposal. Bidders may tour on their own during any library operating hours. However, no staff member will be available to answer questions during self-guided tours. Questions must be submitted as directed in section V. - J. of this RFP. Two opportunities for staff guided tours will be available:  
Monday, June 22, 2026 at 10:30am  
or  
Tuesday, June 23, 2026 at 1:00pm
- J. Questions should be submitted to Library Director Lisa MacKinney via email only at [lmackinney@hallcountylibrary.org](mailto:lmackinney@hallcountylibrary.org). The deadline for questions is June 24, 2026 at 2pm.
- K. Any addendums will be posted no later than June 26, 2026 at 5pm.  
[https://www.hallcountylibrary.org/information/bid\\_opportunities.php](https://www.hallcountylibrary.org/information/bid_opportunities.php)

- L. The criteria used to evaluate proposals submitted in response to this RFP are as follows:
  - 1. Qualifications of the company submitting a proposal;
  - 2. Relevant similar experience providing security services;
  - 3. Approach to providing security services for the Library;
  - 4. Ease and timeliness of implementation of service;
  - 5. References/customer service;
  - 6. Quality, completeness, and thoroughness of the proposal as submitted
  - 7. Pricing

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