

**ADDENDUM NO. TWO**

**REQUEST FOR PROPOSAL**

**ARMED GUARD SECURITY SERVICES**

**PROJECT NO. 209-25**

**CITY OF THORNTON, CO**

TO: Prospective Proposing Firms and all others concerned

DATE: August 15, 2025

PURPOSE: To provide additional information and clarification to the solicitation documents for the above-referenced Project.

1. The following information shall become part of the original Request for Proposal (RFP) for this Project.

a. D.5 Proposal Items is revised as follows.

**D.5 PROPOSAL ITEMS:**

Position	Billable Hourly Rate
Armed Security Supervisor (Onsite)	\$
Armed Security Guard	\$
<b>Armed Guard – Overtime Rate</b>	\$
<b>Include Any Additional Costs Not Included in billable hourly rate:</b>	
	\$
	\$

b. Attached is a copy of Thornton’s Post Orders. Post Orders shall be included in the final General Service Agreement.

2. The following questions and answers are provided for additional clarification to the RFP. All answers from Thornton in response to Vendor submitted questions have been provided in **bold** text.

Question #1: How many taser incidents a year?

**Answer # 1: The Taser program has been in place for less than one (1) year and, to date, there have been no incidents involving the use of a taser by the armed guards.**

Question #2: How many detentions a day?

**Answer #2:** Armed guards stationed at the entrance to the Court and City Hall are primarily there for screening purposes and providing general security services (as further described in the RFP documents). Under most circumstances, Armed guards are expected to contact Thornton Police for assistance if there is an incident that escalates to the point of needing to detain a visitor. Only if a visitor poses an immediate danger to the safety of staff/public should the entrance screening Armed Guards detain a visitor. In the event detaining a citizen becomes necessary for safety reasons, the Armed guards should contact Thornton PD for assistance as soon as possible.

Bailiff duties vary significantly from entrance screening duties. As it pertains to detentions, the following generally describes typical processes (may be some differences based on circumstances):

If the defendant is remanded (detentions) during Court, there are two possibilities that can happen: First, the Judge may have the defendant sit in the jury box, with a guard nearby to provide a deterrence from leaving the courtroom. Court staff will call Thornton Police to have an Officer come over to remand them. The Second option is the defendant is arrested and taken to the holding cells behind the courtroom in the back hallway by the Security guard. Training is provided from Thornton PD on arrest and search procedures consistent with the Police. In the past year, there have been approximately 5 remands during court.

Question #3: What percentage of detentions turn into an incident of a hostile nature?

**Answer #3:** There have not been any detentions performed by guards (other than those associated with bailiff duties) serving under this contract over the course of this contract term.

Question #4: How many lawsuits have been filed against current in the past 5 years?

**Answer #4:** None that we are aware of.

Question #5: What is the liability of the chosen company if litigation ensues from incidents?

**Answer #5:** Liability depends on the nature of the litigation. Respondents should review the Contract and Scope of Services with their

**legal counsel for guidance on liability.**

Question #6: In the event of litigation: "What does the city-state provide from a legal representation perspective?"

**Answer #6: Please refer to Section III.A. – Indemnification of the sample General Service Agreement and consult with your legal counsel for guidance. Also, refer to Section III.B – Insurance.**

Question #7: Are tasers required for all assets?

**Answer #7: Yes, all guards must be equipped and certified to carry firearms and tasers.**

Question #8: Is the GSA final, or is redlining permitted? If so, at what stage of the selection process are redlines undertaken?

**Answer #8: The GSA provided in this solicitation is the base agreement template intended to contract for the services described. If respondents have any exceptions/redlines to the agreement they want to be considered, they should be submitted with their proposal for consideration and evaluation. If Thornton cannot come to reasonable contract terms with the Awarded vendor pertaining to the contract, Thornton may enter into negotiations with an alternate vendor at its discretion.**

Question #9: What is the cadence expectation for ongoing training? Monthly, Quarterly, etc?

**Answer #9: Training pertaining to job/site specific duties will be on-going as needed. Other required training (i.e. certification for fire arms, CJIS, etc.) may have unique cadence and it is the responsibility of the vendor to determine appropriate cadence and/or adhere to requirements associated with the certifications.**

Question #10: *(RFP B.2 GOALS FROM THIS RFP, p.5)* The RFP requires a "Minimum of one (1) year prior experience in account management for monthly invoicing and reporting." Does providing invoicing, account management, and contract management attendant to providing security services satisfy this requirement?

**Answer #10: Yes.**

Question #11: *(RFP B.2 GOALS FROM THIS RFP, p. 5)* "Vendor shall provide four (4) highly trained armed guards for security of building entry points and Bailiff position. One of the guards shall also be responsible for on-site supervision and reporting and serve as the

point of contact." We understand that the City intends to amend this requirement to include a fifth position for Site Supervisor. Is Site Supervisor the position described here for "one of the guards"? I.e., are there four guard positions plus a site supervisor (five total positions), or just four guard positions with one of these designated as site supervisor?

**Answer #11:** Thornton's expectation is that a base proposal pricing will include a total of four (4) armed guards, one (1) of which shall also serve in the capacity of the On-Site Supervisor. See revised pricing table included in 1.a. of this Addendum.

Question #12: *RFP B.6.A TRAINING, Combat firing qualification and certification, p. 8.* We typically train to Colorado POST standards, specializing in armed response. Does that satisfy the requirement for "combat firing qualification and certification"?

**Answer #12:** Colorado POST certification is acceptable to meet this criteria.

Question #13: *(RFP B.6.A TRAINING, Basic role of public law enforcement, p. 8)* Can the City clarify what public law enforcement roles are to be included in training insofar as security guards do not possess law enforcement authority?

**Answer #13:** This question appears to pertain to the second bullet under B.6.B related to "Enforcement Training". That bullet indicates basic training shall include: "Enforcement training; should include such areas as surveillance, searching techniques, handling of juveniles, traffic control, enforcement of employee work rules and regulations, observation/description, criminal/civil law, and interviewing techniques." That bullet is hereby modified to exclude "handling of juveniles, traffic control, criminal/civil law, and interviewing techniques." The new bullet will read as follows:

**Enforcement training should include such areas as surveillance, searching techniques, enforcement of applicable employee work rules and regulations pertaining to building and site security, and observation/description reporting.**

Question #14: *(RFP C.2.B.1) Vendor Engagement Team, Roles and Responsibilities of Thornton's Project Personnel, p. 22.)* Can the City please clarify what positions are to be included within the Vendor Engagement Team?

**Answer #14:** Thornton does not have specific requirements for the vendor engagement team but rather seeks to understand the management and reporting structure of each proposing firm

to aid in understanding the qualifications of the team and how Thornton will engage with the firm if an agreement for services is reached. Each proposing firm should provide Thornton with their best plan for staffing this contract. Examples of positions may include:

- **Regional or Account Manager to oversee account (i.e. reporting, escalation issues, meetings, etc)**
- **Billing Account Supervisor**
- **Others in the firm's" chain of command" (example, Operations Director, CEO, etc.)**

Question #15: (*RFP D.5 PROPOSAL ITEMS, p. 26*) Should the table containing positions and hourly billable rates include an additional row to cover the Site Supervisor position?

**Answer #15: See Addendum Item 1. Note, in previous solicitations for this service, we have listed the Armed Guard positions and one (1) On-site Supervisor/Guard position, totaling four (4) positions. The expectation is that each guard rotates the Bailiff position to allow all guards to serve in the same capacity.**

Question #16: (*E.12 EVALUATION CRITERIA, p. 30*) Nine evaluation criteria are listed, including the Vendor's submitted pricing (Item 4). Can the City please clarify how pricing will be weighed against the other factors? What percentage of the total score will be based on price?

**Answer #16: Thornton's Evaluation Team will review each proposal based on the evaluation criteria listed in the RFP. There is no specific weighting to the various evaluation criteria; it will be the responsibility of the Selection Committee to assess proposals for best value based on all the evaluation criteria as they deem appropriate. Note, in addition to evaluating each firm's proposals, scheduled interviews of shortlisted firms may be conducted as a part of evaluation, following submission and review of the proposals.**

Question #17: (*E.12 EVALUATION CRITERIA, p. 30*) Additionally, will the City score pricing relative to the lowest bid (e.g., awarding the highest score to the lowest-priced proposal and scaling others proportionally), or will a different pricing evaluation method be used?

**Answer #17: Please refer to the answer to Question #16.**

Question #18: Is there a requirement font, letter size, and number of pages allowed?

**Answer #18: No.**

Question #19: Is the Supervisor generally assigned to the City Hall post?

**Answer #19: The on-site supervisor is generally expected to rotate through the positions with the other guards. Specific scheduling may change from week to week depending on the status of court operations, the availability of trained staff, and other factors. The awarded firm is expected to work with Thornton staff to optimize the rotation schedule.**

Question #20: Does the Supervisor leave their post to do checks on occasion of the property Perimeter, and Municipal Court as described on page 10, item B.12 of the RFP

**Answer #20: All guard positions, including the On-site Supervisor, are expected to rotate to each station periodically. Based on the guard rotations and duties, it has typically worked well to have the guards stationed at City Hall tasked with completing daily perimeter checks. For Court, guards typically perform an AM and PM perimeter check during off-court times.**

Question #21: Does the current contractor provide all firearms and accoutrement to their officers, or do they place this responsibility on the officer? The company prefers a complete and consistent approach to firearm type, ammunition, taser, duty belt, etc.?

**Answer #21: The current vendor is responsible for equipping their guards, however, Thornton is not privy to the exact arrangements the current vendor has with its guards as it pertains to their specific equipment.**

Question #22: Does the current contractor give the officers vacation time, health, and/or anniversary bonuses?

**Answer #22: Thornton is not privy to the specific details of the current vendor's pay and benefits package.**

Question #23: If yes to the previous question (Question 23), does the City desire for these items to be billed as incurred and on the outside of the hourly bill rate?

**Answer #23: Thornton desires quality guard services with well qualified and trained armed guards. It is the proposing vendor's responsibility to determine appropriate and competitive pay and benefit packages for the staff they hire to deliver quality guards and services required under this contract.**

Question #24: Is there a current city-viewable guard tour, reporting and activity system in place? The company has a digital medium for daily activity reports, incident reports, and maintenance reporting, This is a paperless and environmentally friendly system.

**Answer #24: The current vendor provides the city with digital (PDF) reports on a daily and monthly basis. Thornton is open to alternative methods of delivering reports as long as they remain digital, are readily accessible, and contain desired information.**

Question #25: Will the city please provide an Addendum to clarify that the Armed Guard Bailiff and Armed Guard security are essentially the same position (as described at the Pre-Proposal conference and add a line item for the Armed Guard Supervisor to D.5, page 26 of the RFP?

**Answer #25: See 1.a response in this Addendum.**

Question #26: We note that instructions for protesting a contract award are not included in the solicitation. Will the city please provide all necessary information about the process and timing for submission of a protest, or provide citations to the statutes and/or regulations that provide that information?

**Answer #26: In the event of a protest, Thornton Municipal Code Chapter 26, Article III, Division 9 – “Prelitigation Resolution of Controversies” and Purchasing and Contract Administration Policy Statement 300-95 describe the process for filing a protest. The Thornton Municipal Code can be found at: [https://library.municode.com/co/thornton/codes/code\\_of\\_ordinances?nodeId=CO\\_CH26FITA](https://library.municode.com/co/thornton/codes/code_of_ordinances?nodeId=CO_CH26FITA).**

**Purchasing and Contract Administration Policy Statement 300-95 is attached to this addendum for reference.**

3. The Pre-Proposal Sign-in Sheet is attached for additional information.
4. All other terms and conditions shall remain unchanged except as provided by this Addendum. Proposing firms must acknowledge receipt of this Addendum in their Proposal.

***END OF ADDENDUM NO. TWO***

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Sean Saddler, PE  
Support Services Director

Date

# MANDATORY PRE-PROPOSAL SIGN IN SHEET

**Mandatory Pre-Proposal Meeting  
Armed Guard Security Services, Project No. 209-25**

**SIGN-IN SHEET**

July 29, 2025

Attendee Name (Please Print)	Company Name (Please Print)	Email Address (Please Print)	Phone
DENISE SERNA	City of THORNTON	Dinse.Serna@thorntonco.gov	538-7547
Ryan Finch	Silverseal	rfinch@silverseal.net	202-884-2884
MICHAEL MANCHA	Pinns Defense Agency	MANCHA@pinnsdefense.com	720-771-6295
Larry Whitte	Code 4 Security	larry@code4ss.com	720-389-3991
KETH O. ALFADYM	ESPRIT DE SECURITY SERV.	KEHALADYM@ESPRITDEF.COM	424 800.1051
Morris Luckey	JCI National Security	Mluckey@jcis.com	713-629179
JOHN BROWN	JCI NATIONAL SECURITY	JBROWN@JCSJNS.COM	303-377-9179
AUSTIN GRAM	Securitas	austin.gram@securitasinc.com	(3) 591-2333
JEREMY CASEY	TARIAN GROUP	JEREMY.CASEY@TARIANGROUP.COM	303-968-4253
BEN GARRETT	GENS PROTECTION	INFO@GENSPROTECTION.COM	970-640-2445
ADAM SMITHLIN	DENVER METRO SECURITY INC.	ASMITHLIN@DENVERMETROSECURITY.NET	303-341-1130
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Mandatory Pre-Proposal Meeting

Armed Guard Security Services, Project No. 209-25

SIGN-IN SHEET

July 29, 2025

Attendee Name (Please Print)	Company Name (Please Print)	Email Address (Please Print)	Phone
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# POST ORDERS

## For Thornton Municipal Court

**This facility is open from 7:00 a.m. to 5:00 p.m., Monday through Thursday. This facility is closed every Friday.**

### **1. Main Purpose of the Post**

The Guard's primary responsibility is to ensure that no weapons enter the Thornton Municipal Court, court offices, court area hallways and restrooms by unauthorized personnel. This will be accomplished by searching persons and property by means of the walk through metal detector, hand held metal detector and/or x-ray machine. This will be done in an unobtrusive manner. A hand or physical body search will not be conducted. If the need arises for a hand or physical search to be conducted, the person in question will be instructed to be seated by the Guard post and Thornton Police Department will be notified to respond.

The security officers at this operation shall act as a visible and active deterrent against fire, theft, vandalism, trespass and injury. In this capacity, it is the security officer's responsibility to see, observe and report all discovered incidents, discrepancies, deficiencies and deviations from normal conditions. In addition, security officers will control access, report safety hazards, conserve utilities, and identify maintenance problems. As such, it is critical that the guard remain at the post during the shift unless on an approved break period.

It is the responsibility of the Guard to perform assigned duties in such a manner as to ensure the assignment is fulfilled to the best of the Guard's ability. The Guard must become acquainted with the location of fire extinguishers, fire alarms, access and duress alarms, telephones, light switches, first aid facilities and any special features of this building and court area which would help in responding in an emergency.

Everything to successfully protect the Thornton Municipal Court rests with the Guard. If the Guard detects an attempt being made by anyone to unlawfully intrude on the Thornton Municipal Court, it is the Guard's responsibility to prevent an intrusion or an act of vandalism. In this respect, the Guard must keep in mind that he/she is not a law enforcement officer authorized to restrain or apprehend a violator of the law. The Guards' authority extends only to prevention of weapons entering the court area, thefts, vandalism or trespass. In the event of an emergency, immediate notification of the Thornton Police should be accomplished through direct contact by phone. The court designee or Court Manager will be notified immediately thereafter. If an incident is not an emergency, the court designee or Court Manager designee should be contacted for direction. A complete report must be generated of all incidents of this nature.

### **2. Tour of Duty**

During the tour of duty, the Guard at the Thornton Municipal Court will have the following responsibilities:

When the Guard arrives for his/her shift, the Magnetometer will be turned on to make sure it is working properly. The X-ray machine will also be turned on and checked to make sure it is working properly.

The Guard will obtain a radio from the Court office and it will remain with the Guard for the complete shift. Upon completion of the shift, the radio will be placed back into the battery charger in the Court office.

**The shift begins at 6:45 a.m.** The Guard is responsible to complete a walk-through of the Municipal Court public hallways, restrooms and courtroom(s) that are to be used that day, checking for any contraband, open doors that should be secure and persons who are not permitted to be in the court area. Before any visitors have entered the building, the Security Guard will tour the court area checking the following locations:

**NOTE:**

**All doors that require a code card, as indicated by a card reader, for passage anywhere in the Municipal Court system shall be closed and secured. Any doors that are propped open shall be secured and reported to the court designee or Court Manager as soon as possible.**

**During business hours only, the security door leading to the public stairwell to the Court waiting area shall remain in the latched open position while court is in session. When court has recessed for the morning, and all non-court employees have left the court areas, the door will be closed until the afternoon court session is convened.**

- A. The Guard shall do a walk-through of the upper floor lobby area, waiting room area (checking under the chairs and tables) and public restrooms (after checking to make sure there is no one in the restrooms).
- B. The Guard shall enter the public elevator lobby located on the east side of the upper floor lobby area. The security door between the lobby and the elevator shall be latched in the open position (the latch is located at the bottom of the door) and after securing the door, the Guard shall check the inside of the elevator, then proceed down to the lower level Court waiting room area (pre-trial waiting). The waiting room shall be checked for any weapons and contraband by looking under the chairs and tables and checking for persons who do not belong in the area.
- C. The Guard shall repeat sections A and B above in reverse order, at the end of the shift. Shift ends at 5:05 p.m. However, the security door leading down between the upstairs lobby and the public elevator shall be closed and secured.

### **3. Staffing Plan**

This facility is staffed by a minimum of one (1) armed security officer at any time the court open to the public as well as (1) one armed Bailiff when Court is in session.

#### **4. Uniforms and Appearance**

The uniform for this operation will be the standard of the Guard service company that employs the Guard.

Security officers will maintain their uniforms in a clean condition. Uniform items which are in need of repair or are ill-fitting will be corrected. Security officers will wear the complete prescribed uniform and will not wear non-uniform articles of clothing with the uniform. Good personal grooming standards, such as those that apply to hair, fingernails, etc. are essential.

#### **5. Check in and Security Guard Timekeeping**

The hours that the security Guard (front lobby) will work are **6:45 a.m. to 5:05 p.m., Monday through Thursday. The hours that the security guard (Baliff) will work are 6:45 a.m. to 4:45 p.m. Monday through Thursday.** Unless the court runs longer than expected, then the Security Guard (Bailiff) may have to remain on duty until excused by the court designee or Court Manager.

The Guard may report to the work assignment at least five minutes but not more than fifteen minutes before the tour of duty begins.

Sign in on the time control log.

At the end of each month or as requested, the Guard shall submit to the security designee or Court Manager, a report showing a count of contraband found during searches.

#### **6. Meals and Relief**

The Guard's assigned post will be the front desk in the reception area just inside the court main entrance. Food is allowed at the desk and meals may be eaten there, but the Guard desk will be kept in a clean and neat condition.

A relief Guard for breaks or lunch breaks is not supplied by the Thornton Municipal Court.

The building is posted for **no** smoking. Smoking is not permitted at the Guard post or anywhere in the Municipal Court building. Smoking is permitted outside pursuant to City policy.

If the Guard needs to use the restroom, the Guard will notify the Court Bailiff or the court designee. The Court Bailiff or designee will remain at the Guard post until the Guard returns.

#### **7. Communication**

The primary method of necessary communication between Guard, Court Bailiff, and Court staff should be by use of phone located at designated posts. Guard phone extension 5421 or Court Bailiff extension 5441.

As appropriate, use of two-way radio communication may also be used. Guard and Court Bailiff should adhere to City Policy as outline when using this method of communication.

- Use the radios only when necessary/appropriate.
- The use of profanity, obscene language, or derogatory remarks regarding race, color, religion, gender, age, national origin, disability or veteran status over the City radio channel is prohibited.
- Broadcasting music, jokes, or commercial programming is prohibited.
- Using the City radio channel for non-work related business is prohibited.
- In order to keep air waves as open as possible, the City radio channel is not to be used for business which could be more efficiently conducted by telephone.
- Intentionally transmitting over the transmissions of other units, clicking the microphone, making catcalls, or creating any type of disruption to others by use of the radio is prohibited.
- Individuals other than City employees and the City radio repair personnel shall not be allowed to use the City radio.

Emergency Procedures:

- When an emergency occurs, the units involved in the emergency have priority to the radio system. All unnecessary radio traffic is to stop and only information directly related to the emergency is to be aired. An emergency situation includes alarms, illness/injury to person, destruction of property, or a destructive force of nature (flood, tornado, fire, storm, etc.).
- During an emergency situation, it is imperative to speak slowly and clearly. Specifically state the location and type of emergency. Ensure all transmissions are clearly understood and clarify any parts of the transmissions which are not specific as to intent.

## **8. Injuries**

When anyone is injured on post, including the assigned security officer, the Guard will notify his or her Guard Company and the security designee or Court Manager as soon as possible. A related incident report will be completed by the guard and turned into the Court Manager or security designee as soon as practicable and no later than the end of the shift.

## **9. Court Property and Equipment**

Security officers have no right to disturb desks, drawers, papers, cabinets or materials anywhere in the facility, except those specific areas assigned to the security officer for use and storage of post equipment. There is to be no personal use of the telephones, copy machines or any other equipment unless authorized. Failure to adhere to this policy will result in the court requesting that the security officer in question be replaced.

## **10. Lost and Found**

Any found property turned in to or found by the security officer will be turned over to the security designee, Court Manager, or Court Office at the time the item is discovered before the end of the Guard's shift. When property is found and turned in to the security officer, an incident report will be completed. No found property should be released unless proper identification of property has been received and the claimant has been verified. An incident report will be prepared any time property is released.

**11. Alarms**

The Security Guards will become familiar with the location of fire and duress alarms in the court area.

The two court fire alarm boxes are located in the long hallway across from the Hearing Officer's office and in the main entrance to the court, between the double glass doors, next to the alarm panel. The alarm panel will show the location in the building from where the alarm is coming.

**12. Security Keys and Equipment**

Security officers are held accountable for all post equipment entrusted to their care during their assigned shifts. The security officers shall report to the security designee or Court Manager immediately any lost or damaged equipment.

Keys and equipment must be kept under the security officer's control or within the court area at all times. With the exception of the court staff, they are not to be loaned to anyone at any time.

If keys or access cards are lost, the Security Guard will notify the Court Manager or designee **immediately**.

**13. Discretion**

Anyone seeking or asking for information about any incident involving the court or court staff or information about the security systems or service will be directed to contact the Court Manager or court designee. This information **will not** be released by the Guard.

**14. Safety Hazards**

The prevention of injury to personnel is a function of all personnel. Security officers should be especially alert to notice and take corrective action regarding such hazards as wet spots on the floors, broken or cracked glass in doors or items over which persons may trip and fall. Written report of hazards should be rendered to the Court Manager or the security designee.

**15. Asset Protection**

Following are some of the items that security officers must know to help prevent unnecessary dollar losses:

A. Unusual Sounds

Security officers may detect malfunctioning equipment, such as heaters and air conditioners by unusual sounds they make before they break down. Early detection of such malfunctions may prevent major damage to the equipment and can prevent serious losses. Security officers should be alert to other sounds, such as crackling of an unseen fire or the sound of other persons in a supposedly unoccupied room.

B. Odors

Security officers can develop a keen sense of smell which can be used to detect a smoldering fire, chemical smell, gas leak, scorching coffee or even the presence of another person nearby. The sense of smell is especially useful when entering a building from the fresh outdoor air.

C. Plumbing Malfunctions

Security officers should report items such as minor leaks, plugged toilets and dripping water faucets. A major plumbing malfunction, such as a burst water pipe, may require shutting off the main water supply to the building. If such a problem should arise, the Security Guard should contact the security designee or Court Manager as soon as possible.

D. Electric Power Problems

In the event of an electrical power problem being found, the security officer should call the security designee or Court Manager right away.

E. Maintenance Problems

All defects noted by the Security Guard during the tour of duty should be reported to the court staff and listed on the security officers' report. If the problem is of an emergency nature, the defect should be reported to the court security designee or the Court Manager as soon as possible.

**16. Weapons Carried By Law Enforcement Officers**

**Only a City of Thornton Police Officer, in uniform or in civilian clothing, may be in the Courtroom(s) or Court areas with a weapon on his/her person.**

**Uniformed Thornton Police Officers may bypass security screening. Any Thornton Officer in civilian clothing, only after displaying an identification card showing they are a current employee of Thornton, may bypass security screening.**

When an officer from another jurisdiction or law enforcement agency enters the main

court entrance and is carrying a weapon, the Guard shall notify the Security designee and the Court Bailiff of the officer's presence. The security designee or Court Bailiff or Guard will direct the officer to secure the weapon in the weapon lock box located in the designated office, where the weapon will be secured. The law enforcement officer will retain the key for the locker until he/she leaves the Court area.

**17. Access Control (Personnel, Employees, and Visitors)**

A. City of Thornton Civilian Employees

All City of Thornton civilian employees accessing the Municipal Court area are required to pass through the metal detector and/or X-ray machine **UNLESS they provide a City of Thornton identification badge showing they are a current employee of the City of Thornton.** The identification badge displays a picture of the employee, the employee name, assigned department, title along with a City logo. If that information is provided, the person may bypass the security equipment and be allowed into the Municipal Court area.

B. Visitors

All visitors will enter through the front door and must go through the metal detector and/or X-ray or access will be denied. **Even if a visitor should present a "concealed weapon permit"** the Security Guard shall instruct that person to return any weapon(s) to his/her vehicle **and will not allow that person past the Guard post as long as the weapon(s) remain.**

Visitors not required to undergo screening include City of Thornton employees with current City of Thornton Identification badges and known/uniformed vendors.

**Other visitors are required to be screened** including visitors of Court or Legal employees (friends, spouses, children, colleagues, significant others, etc.) when there is a guard on duty. All visitors must enter through the Court's main entrance. After hours, when a guard is not on duty, a visitor may be escorted by an authorized City employee through any entrance.

C. Weddings

Persons entering the building for a scheduled wedding are to be screened at the court entrance and are to be directed to the lower level of the court where they will be instructed to wait for the judge.

The Judge sets his own appointments for weddings which occur when court is not in session. The Bailiff and Guard are not to extend their work shifts when the only people in the lower portion of the building are here for a wedding. It is the judge's responsibility to meet with the wedding party, perform the ceremony, and escort the wedding party to the upper level where they may exit the building.

**18. Customers Screened-Weapons Screened**

The guard will document daily on a Court Security Monthly Weapons Check form the number of weapons located during the screening process. The guard will further document the number of customers screened daily, as well as the number of hand screenings completed on footwear worn by the customers that trip the Magnetometer. The form will be turned in to the Court's security designee as stated above.

The number of customers actually screened, and the footwear inspections completed, will be documented on the form. This number will not include the internal City of Thornton employees who have provided an employee ID issued by the City of Thornton.

## **19. Illegal Contraband**

When the Guard finds illegal contraband in possession of a person entering the court area, the Guard shall contact the Thornton Police Department and as soon as possible thereafter notify the security designee or Court Manager. If the Guard and other persons in the area are not in danger, the Guard will have the person remain by the Guard post until notification has been made.

If the Guard is in question as to the legality of the item, the Guard will contact the security designee or Court Manger for additional instruction prior to allowing the person entrance.

- Illegal Contraband includes, but is not limited to the following:
- Explosives
- Illegal Firearms/Guns
- Illegal Knives/Swords
- Illegal Weapons
- Drugs or Drug paraphernalia
- Alcohol if person is under 21 years of age

Any item which is prohibited from entrance into the court, left outside the court building, shall be gathered by the guard and turned into the Police Department for proper handling. Any item left outside the Court building that is illegal, shall be handled as illegal contraband and turned over to the Police Department and the person leaving the item, if known, shall be identified to the Police Officer responding

## **20. Legal Items Not Allowed in the Courtroom and Court Area**

Persons attempting to enter the court area with any of the following items will be instructed to return the items to their vehicles or give the items to someone who can remain outside the building:

- Firearms/Guns/Imitation guns/Ammunition (unless otherwise illegal/contraband)
- Marking pens/pencils/marketing devices
- Legal knives/razor blades/box cutters
- Personal protective devices such as pepper spray/mace/Tasers/stun guns/tear gas
- Darts/ice picks/scissors/knitting needles/crochet hooks/corkscrews/throwing

- stars/metal nail files
- Bludgeoning items such as bats/Billy clubs/batons/nun chucks/flashlights greater than six inches
- Hat pins/aerosols
- Handcuff keys or handcuffs/thumb cuffs
- Tools and tool belts of any kind
- Crayola/crayons
- Alcohol if person is over 21 years of age
- Any collar, belt, wrist ware, foot gear, rings on the hand with spikes attached or other wearing apparel of that design.
- Any length of rope, chain, cords, or leather straps (with the exception of a pant or dress belt).
- Other items deemed to be weapons or potential weapons.

*Exceptions to this list* will be any medically necessary equipment such as insulin, insulin syringes, EPI pens, and any item that is a medical necessity for the person or someone accompanying child coming in to the courthouse. The person presenting the item should be questioned as to the use of the item and when stated it is medically necessary, it may be allowed.

No restricted items or materials are to be allowed in the court area to be used as evidence unless requested by an officer of the Court. **If the item is a pistol or rifle it will be checked by the Guard to make sure the weapon is unloaded and all live rounds are to be taken by the Guard. The weapon will be left in the custody of the person(s) bringing the item into the building. The Guard will immediately notify the security designee or Court Manager that the person and the weapon are being detained at the Guard post, main entrance.**

All items coming into the court area must be X-rayed by the Guard, regardless of whether they are purported to be evidence in a pending case before the court.

## **21. Footwear Inspection**

When people clearing the security check at the front door trip the Magnetometer (metal detector) alarm in the area of the shoes, the person will be asked to lift their pant legs to show the sock/footwear level to determine if they have anything in their socks or shoes. Light indicators will also appear on the lower region of the scanner to indicate where a potential item has been located.

If person states they have nothing, yet they tripped the magnetometer on the first time through, the person will be asked to go through the Magnetometer (metal detector) again to verify that no metals have been found.

If the person does state they have an item in their shoe, the person will be asked to remove the item from that area. Item to be addressed per #17 and #18 of post orders; if applicable. The person will then be asked to go through the Magnetometer (metal detector) again until the source of the alarm is determined.

Should the person not sound the alarm, the person is free to enter the building pending

all items (if any) passed through the x-ray machine have successfully been cleared. Should the person again trip the Magnetometer (metal detector) alarm, the person will be directed to sit in the chairs adjacent to the scanner and asked to remove their shoes to further determine the source of the alarm.

The person will remove their own shoes. When shoes are removed, the guard will make a visual inspection of the foot and shoe. Security Guard will also take the pinpoint wand and scan the foot as well as the shoe. If nothing is found, the person may be told to place their shoes back on and are free to enter the building pending all other items (if any) passed through the x-ray machine have successfully been cleared. Reasonable measures are to be made to locate the source of the alarm and the guard is to ensure that the person has successfully passed all inspections.

Should the guard either by visual inspection or use of the pinpoint wand scanned on either the foot and/or shoe locate an item; the items will be addressed per #17 and #18 of post orders; if applicable. Once the item has been addressed and handled accordingly, the person may then enter the building pending all items (if any) passed through the x-ray machine have successfully been cleared.

Security Guard keeps a daily tracking of weapons per instructions given by Court Security Designee. Foot Inspections handled should be logged; along with corresponding item found.

**22. Steel toe shoes or boots**

When people clearing the security check at the front door trip the Magnetometer alarm in the area of the shoes, or advise the Security Guard that they have on steel toed shoes or boots, they may be asked to lift their pant legs to show the top of their shoe at the sock level. The Security Guard may wand the shoes, pat, or touch the shoes with their hand to confirm the presence of the steel toes if required. A full show inspection may also be warranted.

**23. Media Interest**

Refer media/interview requests to appropriate personnel in the City. Continue to use a helpful and professional tone/manner in communication, avoiding abruptness or use of the phrase "no comment." Instead, media requests are to be referred to Communications Manager, who can further assist them with their requests. Police matters may be referred to Officer/Public Information Officer. Advise the security designee or Court Manager of any such inquiries.

**24. Electronic Devices/Cell Phones**

People with cellular phones, computers/tablets, pagers, or similar electronic devices shall be instructed that the item is to be turned off and remain off while the person is in the courtroom. The Guard **shall not** take a pager or cellular phone from any person.

Any person summoned for jury service that is in control of a pager or cellular phone or electronic device shall be instructed by the Guard to go directly to the Bailiff for further instruction.

**25. Animals**

A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability; service animals are not pets. Service animals must be permitted to accompany people with disabilities in all areas where members of the public are allowed to go.

To determine if an animal is a service animal, he/she may be asked:

1. Whether the animal is a service animal and/or
2. Whether the animal is necessary for a disability.

One (Thornton personnel or Contracted employees) may not request proof of a disability, nor request certification of a service animal's status.

- Inform individual that they understand they alone are responsible for the care and supervision of the service animal, and maintaining control of the service animal while in the Municipal Court building.
- Based on the service animal's behavior, one may ask that the service animal be removed from the Court building. The person will be given the opportunity to remove the service animal from the building and return to the Court without having the service animal present.

Request to remove service animal from building will occur only when:

1. Service animal's behavior poses a direct threat to the health or safety of employees and/or members of the public.
2. The behavior of the service animal would result in substantial physical damage to Court property; or
3. Service animal substantially interferes with the reasonable enjoyment of services by others.

## **26 Crime Prevention**

Security officers must be alert to prevent, if possible, and discover committed or potential acts of vandalism, burglary or other theft. Suspicious conditions, such as room or building lights turned on where lights usually are not on; doors open where doors are usually not open; or vehicles parked in unusual places, must be investigated. Assistance should be requested from the court bailiff, the court security designee or the Court Manager and, if warranted, the Thornton Police Department.

A written description of suspicious persons or vehicles should be made whether or not suspicious persons were interviewed by the security officer. The report should be completed on the company incident report form and turned in to the Court Manager or designee on a daily basis.

## **27. Deliveries**

All deliveries to the court are to be verified that they are intended for the Court. Unexpected deliveries for the Court are to be scanned through the X-ray equipment, unless they are too large, and then may be scanned by hand. The delivery person

should be directed to the Court's front counter for assistance on all deliveries. Any deliveries in questions are to be brought to the attention of the security designee or Court Manager.

**28. Questions**

Patrons entering the Court building may be asked if they are here for Court. If yes, they may be directed downstairs to check in. If the patron is not here for Court, or has any other questions, they shall be directed to the front counter Court Specialist who may assist them further.

**29. Emergency Procedures for X-Ray Equipment**

Should the X-Ray equipment not operate properly where the belt will not move, or the computer will not boot up, notify the security designee or Court Manager that repair is needed and turn off the equipment. Explain the process followed when the problem was noticed so that a complete repair request can be made of the repair company. A tracker log may be used for repair issues.

The below is to be followed WHEN EMERGENCY SITUATIONS ARE PRESENT WITH THE X-RAY EQUIPMENT such as:

When a visible liquid type of leakage under the equipment is noticed, the machine is producing flames, fumes, gasses, vapors of any kind because of an accident of any type, immediately turn off the power to the machine.

1. Make no attempt to clean up the spill if one is present.
2. Pull the fire alarm to notify all persons in the room and building to evacuate at once. From a telephone in the court office dial 911, from a telephone outside of the building or from a cell phone, dial 720-977-5150, to notify Thornton Dispatch what the problem is.
3. Notify personnel to vacate the immediate area
4. Notify Court staff of the immediate problem
5. Temporarily do not let anyone in through the area until it has been cleared by the Fire Department as not hazardous.
6. Once the area has been cleared by the Fire Department as safe, the building may again be opened for business. At this point the security guards will be required to hand search all items that are normally checked through the X-Ray machine.
7. A repair request will be handled by the security designee. Until the machine is repaired, it will not be put into operation.

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## **IN CASE OF A FIRE**

### **(Fire Alarm Sounding)**

**It shall be the duty of the Security Guard to be familiar with all fire alarm sending locations, phones that may be used in an emergency, all emergency exits and stairways leading from the court area, the fire alarm location panel, and where all firefighting equipment is located in the court area.**

**Remember – the first five minutes at a fire are worth more than the next five hours. By pulling the fire alarm lever, the fire and police departments will be notified of the address of the fire and the area in the building where the fire is located.**

#### **1. Building and Hallway Fire Alarm Sounding**

When the fire alarm sounds in the Courtroom(s) or court hallways, the Security Guard will first check the alarm panel located in the main hallway entrance to the court area, between the double glass doors, on the east wall:

- From that panel the Guard will see a lit area on the alarm panel that shows the location from which the fire alarm has been sent. This will assist the Security Guard in directing all visitors and court staff out an exit that will take them away from the location of the reported fire.
- The location shown on the panel will be passed on to the Court Manager and the court security designee through the two-way radios, by telephone or in person.

When possible, the Guard will remain at the Guard post, directing visitors out the east Court doors, giving the instructions to the visitors to continue across the street to the City Hall parking lot sidewalk. Once all visitors have left the Building, the Guard will wait a safe distance away from the main entrance of the Court awaiting the Fire/Police Departments to ensure no one other than the Fire/Police Department enters the Court building. Once the Fire or Police Department is on scene, the Guard will proceed to the same location as the visitors.

The Guard will not allow anyone, except fire and/or police personnel past the Guard post, back into the building until the building is cleared by the Fire Department. When the Fire Department clears the building for use, the Guard will notify the Court staff by use of the two-way radio.

#### **2. Fire Found by or Reported to the Security Guard**

If a fire is reported to the Security Guard by another person, the Guard will try to confirm the location of the fire, but will stay in such position that the main entrance to the court is still in view. If the fire is located and is outside of the area the Security Guard must remain in, a request for help will be made by use of the two-way radio, telephone to the Court Bailiff, the Collections Officer, or the Court Specialist's office.

If a fire is confirmed, the Guard will pull the fire alarm lever located on the north wall of the entrance area near the Guard's post. If possible, the Guard will remain at the Guard post, directing visitors out the east court doors until the Fire/Police Departments have arrived, giving the instructions to the visitors to continue to across the east parking lot to the City Hall parking lot sidewalk. Once the Fire or Police Department is on scene, the Guard will proceed to the same location as the visitors.

Only after the Fire Department has announced the building is safe and people may return, will the Guard allow anyone past the Guard post. In the event staff and visitors have evacuated the building and upon returning to the building, **all persons will be required to pass through the Magnetometer and/or X-ray machine before being allowed back in the Court area.**

Should anyone be seen by the Security Guard going into the building other than Fire or Police personnel the Security Guard will notify the security designee or Court Manager, a police officer or fire personnel as soon as possible but will not re-enter the building. **The doors at the entrance of the court will not be secured or locked.**

Only after the fire department has announced the building is safe and people may return, will the Guard allow anyone past the Guard post. In the event staff and visitors have evacuated the building and upon returning to the building, **all persons will be required to pass through the Magnetometer before being allowed back into the court area.**

After the court area has been re-opened and all persons returning have been screened, the Guard **will** make a written report to be submitted to the Court Manager as to the actions taken by the security Guard during the period of the emergency and any problems that were observed and/or acted on.

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## TORNADO

**Only after the instruction from the City Manager's Office or if persons are in imminent danger will the Court area be evacuated.**

### **Tornado Sighting or Tornado Warning**

A tornado warning is an alert issued to the public that a tornado has been sighted or that a tornado has been indicated by radar to be in the immediate area. The alert will include the area where the tornado is presently located and what communities are anticipating its appearance.

Further, should the Guard observe what is believed to be a tornado in the area, or should someone coming into the court area report to the Guard that a tornado is in the area; the Guard will immediately report the sighting and the general area of the sighting to the Court Manager or the court designee. If possible, the Guard will remain at the Guard post for further instructions by court staff.

### **Order to Evacuate**

Should the order come from the City Manager's Office or Court staff to evacuate the building, the Guard will assist in the evacuation of the court area.

All persons in the court area will be instructed to exit the building and the court area through the east main doors, return to their vehicles and leave the area.

The Guard will help make sure that no one re-enters the building until the "all clear" is given by the Fire Department, Police Department or the City Manager's Office.

Only after the Fire Department, Police Department or the City Manager's Office has announced the building is safe and people may return, will the Guard allow anyone past the Guard post. In the event staff and visitors have evacuated the building and upon returning to the building, **all persons will be required to pass through the Magnetometer before being allowed back into the court area.**

After the court area has been re-opened and all persons returning have been screened, the Guard will make a written report to be submitted to the Court Manager as to the actions taken by the Security Guard during the period of the emergency and any problems that were observed and/or acted on.

### **Order to Shelter-In-Place**

Should the court be ordered **not to evacuate** the building due to the safety of everyone concerned, the Guard will be instructed by Court staff to have all persons in the building move into an interior room such as the courtroom, or in more eminent conditions be moved into the prisoner corridor for their safety.

The Guard will help make sure that no one re-enters the building until the "all clear" is given by the Fire Department, Police Department or the City Manager's Office.

## Tornado Watch

A Tornado Watch is issued to alert the public that conditions are favorable for the development of a tornado in and close to the immediate area.

Once the Court has been notified of the Tornado Watch conditions, court will continue to operate as conditions allow. The Guard and all personnel will be notified of the Watch conditions once the court staff has been notified. This notification normally comes from the City Manager's Office or Fire Department and includes a time frame for the conditions to be favorable.

Should it be necessary to evacuate the court, the Guard will be instructed by court staff to evacuate the building. The order to evacuate will come from the City Manager's Office, his designee, or from Court staff. At this time, all persons in the court area will be instructed to exit the building and the court area through the east main doors, return to their vehicles and leave the area, unless otherwise directed by Police/Fire or City Manager's staff.

Only after the Fire Department, Police Department or the City Manager's Office has announced the building is safe and people may return to the court area, will the Guard allow anyone into the court area.

In the event staff and visitors have evacuated the building and upon returning to the building, **all persons will be required to pass through the Magnetometer before being allowed back into the court area.**

After the court has been re-opened and all persons returning have been screened, the Guard will make a written report to be submitted to the Court Manager as to the actions taken by the Security Guard during the period of the emergency and any problems that were observed and/or acted on.

9/18/19

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**CITY OF THORNTON - PURCHASING AND CONTRACT  
ADMINISTRATION DIVISIONS  
POLICY STATEMENT**

**TITLE: PRELITIGATION RESOLUTION OF CONTROVERSIES - NO. 300-95**

**1.0 PURPOSE**

- 1.1 The purpose of this policy is to establish the format for resolution of controversies concerning contracts.

**2.0 SCOPE**

- 2.1 This policy applies to all City employees in all procurement or procurement related transactions.

**3.0 POLICY**

- 3.1 Any actual or prospective bidder, offeror, or contractor who is aggrieved in the connection with the solicitation or award of a contract may protest to the Purchasing Agents. The protest shall be submitted in writing within seven (7) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto.
  - 3.1.1 The Purchasing Agents shall have the authority, prior to the commencement of an action in court concerning the controversy, to settle and resolve a protest of an aggrieved bidder, offeror, or contractor, actual or prospective, concerning the solicitation or award of a contract.
  - 3.1.2 If the protest is not resolved by mutual agreement, the Purchasing Agents shall promptly issue a decision in writing and state the reasons for the action taken. A copy of the decision shall be mailed or otherwise furnished immediately to the protestant and any other party intervening.
  - 3.1.3 In the event of a timely protest as described herein, the City shall not proceed further with the solicitation or award of the contract unless the Purchasing Agents makes a written determination that the award of the contract without delay is necessary to protect the substantial interest of the City.
  - 3.1.4 In addition to any other relief, when a protest is sustained and the protesting bidder or offeror should have been awarded the contract under the solicitation but is not, then the protesting bidder or offeror shall be entitled to the reasonable costs incurred in connection with the solicitation. No party can recover profits which it anticipates would have been made if that party had been awarded the contract. Attorney's fees associated with the filing and the prosecution of the protest are not recoverable.

- 3.2 Suppliers who are in arrears to the City more than 30 days for unpaid fines, inspection charges, or any other charges shall be deemed to be not in "good standing" and may at the discretion of the City Manger or his designee be prevented from participation in any bidding processes until such time as the items in arrears are paid. The City Manager or his designee can reject solicitations and bids from suppliers not in good standing. Bid packages can be withheld from suppliers not in good standing.
- 3.2.1 Suppliers who dispute charges due the City may file a protest as outlined above in Section 300-95. If the supplier wishes to be involved in a bid process during the filing of a protest, he shall pay the disputed amounts in full to the City of Thornton who will hold such amounts in escrow pending a determination of the City Manager or his designee. If the determination is in the City's favor the funds held in escrow shall be applied to the amount in arrears.