



## **Invitation to Bid**

**Date: April 21, 2026**

**For the Project Titled  
Bid – Armed Security**

**OWNER:  
Montgomery County Risk Management  
350 Pageant Lane, Suite 301-C  
Clarksville, TN 37040**

This proposal solicitation document is available in an Adobe Acrobat (pdf) format. Any alterations to this document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the Montgomery County Government.

**Bid #2026-0402**



## **Bid Advertisement – Armed Security**

Proposals for the Montgomery County Government Armed Security RFP will be received by Elizabeth Black, Purchasing Agent for Montgomery County Purchasing, until **2:00 P.M. CST on Thursday, May 14, 2026**, at which time the bids will be opened and read aloud. Sealed bids for the project will be received in person by Elizabeth Black, Montgomery County Purchasing Office at 350 Pageant Lane, Suite 101-E, Clarksville, TN 37040. Bids may also be received online via the Bonfire portal, please refer to the bid documents for instructions.

Scope of work: Montgomery County Tennessee Government is soliciting Request for Proposals for Armed Security Officer services for the Courts Center Annex, located at 121 South 3<sup>rd</sup> Street, and the North Branch Library, located at 435 Jordan Road, Clarksville, Tennessee 37040. Solicitation is for a contract to cover the upcoming fiscal year, July 1, 2026, through June 30, 2027. All proposals must be in a sealed envelope and provide the following information: the vendor's name, address, and the words "Bid – Armed Security". No late bids will be accepted.

A mandatory pre-proposal conference and walk through will be held on Tuesday, April 21, 2026, at 1 p.m. CST at the North Branch Library, followed by a visit to the Courts Center Annex. Meet at the entrance to the North Branch Library located at 435 Jordan Road, Clarksville, TN 37040. Bidders must attend the Pre-proposal conference to be eligible to submit a proposal.

No Proposer may withdraw their bid for sixty (60) days following the proposal deadline. The right to reject any or all proposals and to wave technicalities is reserved by the owner.

**BID INVITATION INSTRUCTIONS  
(READ CAREFULLY)**

**(1) ALTERATIONS-** Any alterations, additions or omissions of required information, changes of the specifications or BID schedule, are at the risk of the vendor and may result in the rejection of the bid, unless the approver authorizes such changes.

**(2) BIDS -** All bids must be typed or written legibly in ink. **Vendors, verify bids before submission. No bid may be withdrawn or changed after the official opening.** Any mention of a specific make, model or brand is strictly for the purpose of comparison of character and quality of product being sought. All alternates will be reviewed and considered in comparison to request. This bid may be awarded in whole or in part to one or more bidders.

**(3) DELIVERIES-** Montgomery County Government assumes no liability for merchandise or other materials delivered without written order of the purchasing director.

**(4) RESPONSIBLE VENDORS-** Failure of a vendor to execute a purchase order awarded to him or to comply with any of the terms and conditions therein may disqualify him from receiving future business.

**(5) PROPOSING FIRM-** The agent of the proposing firm hereby certifies to the best of his knowledge and belief that this bid/proposal submitted to Montgomery County has not been prepared in collusion with any other seller of similar products. The prices, terms and conditions of said bid/proposal have not been communicated by the undersigned nor by any employee or agent of the proposing firm to any other seller of similar products and will not be communicated to any such seller prior to the official opening of said proposal. The affiant further states that no official or employee of Montgomery County Government has promised any personal financial or other beneficial interest, either directly or indirectly in order to influence award of this bid.

**(6) IMPORTANT- To be acceptable,** all bid/proposals must be on the correct form, and each such bid/proposal must be addressed and delivered to the Purchasing Director, Montgomery County, Tennessee, prior to the Bid/Proposal opening. Bid/Proposal envelopes must be **sealed** and **clearly** indicate the words, "BID – Armed Security". Bids can be mailed or hand delivered to 350 Pageant Lane, Suite 101-E, Clarksville, TN 37040. Such bids/proposals delivered to other persons, locations, or on another form will not be acceptable. ***Electronic is an acceptable submission method via Bonfire portal at [Bonfire Portal link](#).***

**All vendors awarded contracts agree to the terms and conditions herein set forth.**

The Purchasing Director reserves the right to reject any or all bids.

**Elizabeth L. Black**  
**Purchasing Director**  
**Telephone: (931) 648-5720**  
[elblack@montgomerytn.gov](mailto:elblack@montgomerytn.gov)

# REQUEST FOR PROPOSAL ON ARMED SECURITY

## 1. PURPOSE:

Montgomery County Tennessee Government is soliciting Requests for Proposals for Armed Security Officer services for the Courts Center Annex, located at 121 South 3<sup>rd</sup> Street, and the North Branch Library location at 435 Jordan Road, Clarksville, Tennessee 37040. Solicitation is for a contract to cover the upcoming fiscal year, July 1, 2026, through June 30, 2027. There will be two (2) available option years following initial award.

## 2. TIMELINE:

**Release of Bid** – Monday, April 13, 2026.

**Deadline for Questions** – Wednesday, May 6, 2026, at 2 p.m. CST. All questions must be submitted in writing to Elizabeth Black, Purchasing Director at [mocobids@montgomerytn.gov](mailto:mocobids@montgomerytn.gov).

**Answers Provided** – Monday, May 11, 2026

**RFP Deadline/Bid Opening** – Thursday, May 14, 2026, at 2 p.m. CST

**Mandatory Pre-Proposal Conference & Walk Through - Tuesday, April 21, 2026, at 1 p.m. CST.** of the North Branch Library, followed by a visit to the Courts Center Annex. Meet at the entrance to the North Branch Library located at 435 Jordan Road, Clarksville, TN 37040. We are requesting a Risk Assessment for this RFP. **Bidders must attend the Pre-proposal conference to be eligible to submit a proposal.**

Bids submitted after the deadline will not be opened. Bids can be mailed or hand delivered to the Montgomery County Purchasing Office, 350 Pageant Lane, Suite 101-E, Clarksville, TN 37040. Bids should include all necessary documents and have the name of the proposer and the words “Bid – Armed Security” on the outside of the envelope. Bids may also be submitted electronically via Bonfire at [Bonfire Portal link](#). If submitting bid electronically, allow plenty of time for delivery as bids must be received by the deadline.

Vendors must guarantee that all information included in the bid will remain valid for a period of at least sixty (60) days from the date of the bid/proposal opening to allow for evaluation of all bids. Bids/proposals may be withdrawn at any time up until the time of opening. A withdrawn bid/proposal may be resubmitted up to the time designated for the

receipt of bid/proposals provided it fully conforms to the same general terms and requirements.

Montgomery County is not responsible for any costs incurred by any vendor pursuant to the bid/RFP process. Montgomery County does reserve the right to reject any and all bids.

### **3. TERM:**

This bid is for a 1-year term during the period of July 1, 2026, through June 30, 2027. There will be two (2) available option years following initial award.

### **4. CONTRACTOR REQUIREMENTS:**

- Contractor shall hold a current Tennessee Contract Security Company license and shall provide the license number and evidence of good standing with proposal.
- All armed security officers assigned to this contract shall hold current Tennessee armed security guard registrations/cards and shall remain in good standing for the duration of the assignment. The County may require roster information and may verify licensure before award and at any time during the contract.
- Any required firearms, baton, chemical spray, stun gun, or other less-lethal training devices shall be documented and certified by the proposing contractor as required under Tennessee law. If the contractor issues any less-lethal device or training specific device, the assigned officer shall be authorized to carry it.
- Contractor shall provide documented formal training for assigned officers in the operation of X-ray screening machines, walk-through metal detection equipment, and security screening practices. Training shall include, at a minimum, equipment operation, alarm resolution, prohibited-item recognition, secondary screening, documentation, and professional public interaction. The County may require proof of this training before assignment and at any time during the contract.
- Contractor shall provide proof of insurance for business, including Worker's Compensation, Automobile Liability, and General or Professional Liability coverage of at least \$1,000,000 unless a higher amount is required by the final County contract.
- Contractor shall provide references and information supporting the firm's ability to perform the duties and requirements of the executed contract.
- Contractor shall provide the number of security officers employed by the company and identify its proposed staffing depth, supervision plan, and relief coverage capability for this contract.
- Contractor shall provide a site-specific risk assessment with the proposal for each location, including the Courts Center Annex and North Branch Library. Overtime, holiday, call-out minimums, and any other pricing shall be clearly disclosed in the proposal.

- Contractor shall provide an hourly fee schedule for proposed hours at each location (listed further in this document). Hours will include weekday coverage, some evenings and weekend coverage. County offices are closed on holidays and will provide a holiday closure schedule to awarded contractor.
- Contractor may be requested to fill in or provided added coverage for events at other locations throughout the County as needed (Veterans Plaza, Downtown Commons, etc.). Please provide a rate for this and how much notice is needed for this service.
- Contractor shall provide a primary point of contact for the duration of the contract.
- Contractor shall provide all uniforms, body armor, equipment, training, and tools required for assigned officers to fulfill contract duties.
- Contractor shall provide documented training in naloxone (Narcan) administration; de-escalation; first aid, CPR and AED; active shooter response, emergency response procedures; lawful use of force and restraint; and appropriate interaction with children, juveniles, and person's experiencing mental illness, behavior health crises, cognitive disabilities, dementia, Alzheimer's disease and autism.
- Contractor shall ensure officers are trained and able to use the County's Accountability Global mobile application for patrol documentation and time/accountability logging when directed by the County.
- Officers shall carry a mobile phone on their person for contact at all times during the scheduled duty hours.
- Contractor shall be responsible for all costs for training, licensing, and regulatory compliance necessary for contract fulfillment.
- Contractor shall notify Montgomery County when an officer assigned to this contract separates from the contractor or is removed from County assignment status.
- Contractor shall immediately report any missing County keys or issued items to Risk Management.

## **5. MONTGOMERY COUNTY REQUIREMENTS:**

- Will provide current building plans and layouts necessary for the contractor to navigate the facilities in question.
- Will provide information on current security plans, systems, and emergency expectations as appropriate to the awarded vendor.
- Will provide payment processing information and parking instructions or designated parking arrangements, as available.

## **6. SPECIFICATIONS:**

### **Risk Assessment Submission Minimums:**

- Observed risks or threats at each required site and recommended mitigation measures.
- Proposed staffing model, supervision plan, and relief coverage approach

- Training, equipment, communications, and less-lethal options proposed for assigned officers, including any screening-post training and screening procedures applicable to the site.
- Coordination plan for emergencies, incident reporting, and law-enforcement interface.

### **Coverage Sites and Hours**

1. Courts Center Annex, located at 121 South Third Street, Clarksville, TN
  - Monday – 7:30 a.m. to 9:00 p.m.
  - Tuesday – 7:30 a.m. to 8:00 p.m.
  - Wednesday – 7:30 a.m. to 5:30 p.m.
  - Thursday – 7:30 a.m. to 5:30 p.m.
  - Friday – 7:30 a.m. to 1:30 p.m. with additional Friday extended coverage for programming/DUI class operations as directed by the County
  - Saturday – program related coverage shall be included. For proposal pricing, vendors shall assume approximately 33 Saturdays per 12-month term. Saturday program hours may vary based on County operations and have historically included 7:30-7:45 a.m. start times with conclusion times of 1, 2:30 or 4:30 p.m.
2. North Branch Library located at 435 Jordan Rd, Clarksville, TN
  - Monday - 2:30 p.m. to 8:30 p.m.
  - Tuesday-Thursday – 2:15 p.m. to 8:00 p.m.
  - Friday & Saturday – 12:15 p.m. 6:00 p.m.
  - Sunday – 11:15 a.m. to 5:00 p.m.
3. Add Alternate – Please provide pricing for Veterans Plaza Security, 350 Pageant Lane. This will be an add alternate option. Please let us know whether the addition of this site would lower the pricing on the two other requested sites.
  - Monday-Friday 7:00 a.m. to 8:15 p.m.
  - Saturday 9:00 a.m. to 6:15 p.m.
  - Sunday 1 p.m. to 5:15 p.m.
4. Optional On-Call/As Needed Sites - The County may, but is not obligated to, request optional on-call or as needed armed security services at the following locations within the general scope of this RFP
  - Veterans Plaza, 350 Pageant Lane, Clarksville, TN
  - Downtown Commons
    - a. Optional services shall be ordered only by written County direction, purchase order, task order, amendment, or other written contract authorization required by the County's procurement process. The vendor awarded this contract will have first right of refusal for any additional security needs by the County while under contract. Optional site services

are not guaranteed and carry no minimum number of hours, shifts or call outs. Proposers shall submit separate hourly rates for each optional site. Optional site pricing should not be blended into the base pricing for the required schedule site.

## **7. EVALUATION**

Criteria for evaluation and percentage weight of final score is as follows:

- Pricing and price clarity – 30%
- Relevant armed security experience and references – 20%
- Tennessee licensure and regulatory compliance – 15%
- Staffing depth, supervision, and relief coverage – 15%
- Training, equipment, and officer readiness, including screening-equipment capability – 10%
- Site-specific risk assessment and operational approach – 10%

The County may request clarifications, supplemental interviews or interviews from one or more proposers as part of the evaluation process.

## **7. RFP CONDITIONS**

### **Terms & Conditions of RFP**

- Any alterations, additions or omissions of required information, changes of the specifications or RFP schedule, are at the risk of the vendor and may result in the rejection of the RFP, unless the approver authorizes such changes.
- All RFP's must be typed or written legibly in ink. Vendors, verify RFP's before submission. No RFP may be withdrawn or changed after official RFP opening.
- Failure of a vendor to execute a purchase order awarded to him or to comply with any of the terms and conditions therein may disqualify him from receiving future orders.
- The agent of the submitting firm hereby certifies to the best of his knowledge and belief that this bid/proposal submitted to Montgomery County has not been prepared in collusion with any other seller of similar products. The prices, terms and conditions of said bid/proposal have not been communicated by the undersigned nor by any employee or agent of the submitting firm to any other seller of similar products and will not be communicated to any such seller prior to the official opening of said RFP. The affiant further states that no official or employee of Montgomery County Government has promised any personal financial or other beneficial interest, either directly or indirectly, in order to influence award of this RFP.
- The Purchasing Director has the right to refuse any or all RFP submissions, request subsequent information, to cancel or change this invitation.
- The awarded contractor will receive notification of acceptance; negotiate final terms and contract executed, and a Purchase Order issued for services.



## **Non-Boycott of Israel Act**

### **TCA 12-4-1**

Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, it is certified by each supplier and each person signing on behalf of any supplier. In the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award.

***Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.***

The undersigned hereby acknowledges receipt of these affidavits and certifies that submittal in response to this solicitation is in full compliance with the listed requirements. Failure to give proper acknowledge to issues concerning the above is grounds for bid rejection and may subject the signer to penalties as directed by the appropriate laws.

Organization Representative/Designee:

Organization Name:

Address:

Date:



**PURCHASING**  
**IRAN DIVESTMENT ACT**

**Certification of Non-inclusion**

NOTICE: Pursuant to Divestment Act, Tenn. Code Ann. 12-12-106 requires the State of Tennessee Chief Procurement Officer to publish, using creditable information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in 12-12-105. Inclusion on this list makes a person ineligible to contract with the State of Tennessee; if a person ceases its engagement in investment activities in Iran, it may be removed from the list. A list of entities ineligible to contract in the State of Tennessee Department of General Services or any political subdivision of the State may be found here:

[LIST OF INELIGIBLE ENTITIES](#)

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. 12-12-106.

Vendor Name (Printed) Address

By (Authorized Signature) Date Executed:

Printed Name and Title of Person Signing:



## Montgomery County Government Purchasing

Elizabeth L. Black  
Purchasing Agent

Phone: (931) 648-5720  
elblack@mcgtn.net

350 Pageant Ln.  
Suite 101-E  
Clarksville, TN 37040

\_\_\_\_\_  
Contract Number

It is the policy of Montgomery County Government not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities. With regard to all aspects of this contract, Contractor certifies and warrants it will comply with this policy.

Please Print:

\_\_\_\_\_  
Contractor's Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Contractor's Phone Number

I, Name, hereby agree to abide by the aforementioned non-discrimination statement and included Title VI regulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Title VI compliance, we ask for voluntary disclosure of the following information:

Ownership Type (please check all that apply):

- Woman-Owned Business
- Woman Minority-Owned Business
- African American-Owned Business
- Native American-Owned Business
- Hispanic-Owned Business
- Asian-Owned Business
- Veteran-Owned Business
- Business Owned by a Person with a Disability
- Other Option: \_\_\_\_\_



## PURCHASING

Elizabeth L Black  
Purchasing Director

350 Pageant Lane, Suite 101-E  
Clarksville, Tennessee 37041

Email: [elblack@mcgtn.net](mailto:elblack@mcgtn.net)  
Phone: (931) 648-5720

### **Prohibited Contract Clauses or Provisions**

Montgomery County is not allowed to waive or limit liability, nor waive or limit the legal rights it would have under existing law to recover its losses under Tennessee law by contract. Powers to do so simply are not granted by the State to a county.

If through the statutory purchasing process, no acceptable supplies, materials, equipment and contractual services proposal is received, and the supplies, materials, equipment and contractual services are essential to the operation of Montgomery County, then and only then will Montgomery County consider a proposal with a limitation of liability, and then only "to the extent allowed by law". While a proposal may be made with a limitation of liability, no proposal with a limitation of liability will be considered if other otherwise acceptable proposals contain no limitation of liability. Acceptance of any proposal with a limitation of liability will be rare and strictly scrutinized.

Generally, contract clauses in derogation of the County's prohibitions are found in the list below and are not acceptable.

- Provisions requiring the County to pay taxes that we are exempt from paying under Tennessee law.
- Provisions requiring the County to pay cancellation fees, incidental or consequential damages, or punitive or exemplary damages. County is liable for actual damages only.
- Provisions requiring the County to pay punitive damages, attorney fees, collection costs, or costs of litigation.
- Provisions requiring the County to agree to assume the risk of liability which might otherwise fall on other parties are void as both an unauthorized attempt to abrogate sovereign immunity and an unauthorized attempt to lend the County's credit (Tenn. Const. I, § 17; Tenn. Const. art. II, § 31).
- Provisions requiring the County to insure, guarantee, or indemnify or hold harmless the Vendor or any party from claims which may arise out of the Agreement or be brought by third parties (OAG 93-1, OAG No. 99-095, OAG 04-065).
- Provisions that limit or cap the total liability of any other party.

- Provisions requiring the County to purchase or obtain liability, property, or other insurance or a performance bond. The County self-insures its exposures in general liability.
- Provisions designating the governing law of a state other than Tennessee.
- Provisions designating the Venue for any claim brought against the County other than Tennessee.
- Provisions requiring confidentiality and nondisclosure that violate the Tennessee Open Records Act (T.C.A. § 10-7-101, *et seq.*). Except as otherwise provided by statute, all County records are public records and open to inspection by any citizen of this State (T.C.A. § 10-7-503).
- Provisions providing for a limitation of time in which the County may bring suit (T.C.A. § 28-1-113).
- Provisions limiting the Vendor's maximum liability. The County cannot waive its right to recover from the vendor what the law would provide under otherwise governing applicable legal principles. In part, it is impermissible for counties to agree to limitations on liability and indemnification clauses because it appropriates money and nullifies governmental immunity without the consent of the legislature. The general existing applicable law regarding duties and liability cannot be waived. Response proposals may be made with limitations of liability subject to the complete statement above.
- Provisions that simply attempt to restate the existing law.

The above is not an exhaustive list. Different contract clauses may set out prohibited duties and rights, and/or limitations/waivers differently.

**All proposed contracts for Montgomery County's review must be delivered as a WORD document for use to exchange revisions.**