

UPPER PERKIOMEN SCHOOL DISTRICT



**REQUEST FOR PROPOSAL
PROFESSIONAL UNARMED
SECURITY GUARD SERVICES**

**Education Center
2229 E. Buck Rd
Pennsburg, PA 18073**

April 2021

Request for Proposal
Professional Unarmed Security Guard Services

The Upper Perkiomen School District is seeking proposals from Pennsylvania Commission on Crime and Delinquency (PCCD) approved security vendors to provide Professional Unarmed Security Guard Services for the period of July 1, 2021 through June 30, 2022 with the option to renew for three (3) additional one-year terms.

The deadline for receipt of sealed proposals is **Friday, May 7, 2021 at 12:00 PM.** Sealed proposals must be received by this deadline at the following location:

Upper Perkiomen School District
Attn: Sandra Kassel, Business Administrator
2229 E. Buck Rd
Pennsburg, PA 18073

Any proposal received after the date and time listed above will be returned unopened and will not be considered.

Copies of the Request for Proposal are available on the Upper Perkiomen School District's website:

www.upsd.org

Departments / Facilities & Operations: Available Public Bids

**REQUEST FOR PROPOSAL:
PROFESSIONAL UNARMED SECURITY GUARD SERVICES**

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Section 1 - Introduction

Request for Proposal Summary

The Upper Perkiomen School District is seeking proposals from Pennsylvania Commission on Crime and Delinquency (PCCD) approved security vendors to provide Professional Unarmed Security Guard Services for the period of July 1, 2021 through June 30, 2022 with the option to renew for three (3) additional one-year terms.

Description of the Upper Perkiomen School District

- Student population of 3,200.
- The district comprises: Upper Hanover and Marlborough Townships and the boroughs of East Greenville, Green Lane, Pennsburg, and Red Hill in Montgomery County and Hereford Township in Berks County.
- The District occupies three elementary buildings, one middle school, one high school, and an administration building. The primary locations requiring security guard services are listed in Section 2 – Scope of Work. Secondary locations that may require service Include:
 - Marlborough Elementary School, 1450 Gravel Pk, Green Lane, PA 18054
 - Hereford Elementary School, 1043 Gravel Pike, Hereford, PA 18056
 - 4th and 5th Grade Center, 510 Jefferson St, East Greenville, PA 18041
 - Education Center, 2229 E. Buck Rd, Pennsburg, PA 18073

Section 2 - Scope of Work

1. Scope of Work

The selected vendor will be responsible for providing traffic control and security services for the District to assure the safety and protection of our students, visitors, employees and real and personal property of our buildings. Security services shall be needed for the High School and Middle School for each student day (approximately 182 days). The following hours will be needed as follows:

- Three (3) security guards will be required (two at the High School and one at the Middle School) each working 7am-3pm (8-hour shift) Monday through Friday. One of the two High School guards will staff the main entrance and provide visitor screening services among other duties (Option A hourly rates). Location changes may be necessary at the direction of the District.
- Service hours could also be required at any time for specified durations for special events, urgent or emergency situations and after school activities.

The District will make every effort to provide advanced notice when additional guards are required. In case of emergencies, guards may be required to report to the District within 2 hours.

2. Primary Service Locations

- Upper Perkiomen High School, 2 Walt Rd, Pennsburg, PA 18073
- Upper Perkiomen Middle School, 901 Montgomery Ave, Pennsburg, PA 18073

3. Compliance with the Law

The firm and its guards must conduct themselves in a lawful manner and, in all respects, remain in compliance with the rules and regulations by the State of Pennsylvania. As a condition of securing a contract to perform security services as described, the security firm shall ensure that an FBI Clearance, Child Abuse and State Police Clearances have been completed for each security guard. Also, any infraction which subsequent to hiring that would be reported on the FBI Clearance, Child Abuse and State Police Clearances must be immediately reported to the Director of Human Resources, Georgiann Fisher, or designee at the District Central Office address.

4. Training

All guards must be properly trained and the training expense is the sole responsibility of the firm. **Guards must complete all required Act 67 training prior to being assigned to the District.**

5. Equipment

All guards must wear their firm's standard-issue uniform with badges and or/patches that clearly identify the name of the firm and the name of the guard. Uniforms must be worn by all regular and substitute employees of the firm while performing under the contract and working in Upper Perkiomen School District buildings and/or grounds.

Section 3 – Proposal Preparation and Submittal

This portion of the RFP outlines the information that must be provided by each firm and the required format for the Proposal. Any Proposal that does not include the required information may be rejected.

All proposals must be placed in a sealed envelope and clearly marked “**PROFESSIONAL UNARMED SECURITY GUARD SERVICES PROPOSAL**” on the outside of the envelope. Faxed or e-mailed proposals will not be accepted.

No proposal may be withdrawn before 90 days after the date of the opening of the proposals.

The Upper Perkiomen Board of School Directors reserves the right to reject any or all proposals and to waive, at its discretion, any irregularities, mistakes, omissions, or informalities relative thereto.

The firm’s proposal should be organized in sections as outlined below:

1. Letter of Interest. The proposal should be introduced with a Letter of Interest that includes a synopsis of the security firm’s services and highlight the firm’s capacity to perform the work. The letter should be signed by the individual with contract signature authority for the firm.
2. Security Firm Profile and Experience. Describe the firm’s qualifications to provide the requested services, and to include the following:
 - a. Description of the nature of the firm’s business, include a description of experience, competencies, and overall organizational capabilities.
 - b. Corporate organizational chart indicating key management team members.
 - c. Number of years in business.
 - d. Description of the firm’s capabilities to provide the requested service.
3. Security Firm Staff Experience. Provide a statement supporting evidence of all aspects of their security guard services. These should include human resource services and training programs, initial training and on-going training programs. It shall also include the number of hours per year each of the firm’s employees is required to complete.
4. References. The contractor must provide three (3) professional references. Each of the references must include the following information:
 - Company Name
 - Industry Type
 - Address, City, State
 - Contact Name, Title, Phone Number and Email address
 - Year(s) service(s) provided
 - Detailed evidence that they are currently supplying and managing professional guards.
5. Insurance. Firms shall provide an Insurance Certificate providing evidence of ability to obtain adequate insurance coverage to protect the interests of both the firm and the District.

6. Litigation History. List all litigation in the last five (5) years, filed against the Security Firm or the Security Firm's employees. State the beginning and end date, of each lawsuit, case or proceeding and the judgment or resolution or anticipated judgment or resolution.
7. Response Forms to Proposal. Complete and include the forms in Appendix A and Appendix B.
8. The top two (2) proposals, as determined by the District, may be requested to provide additional information.
9. The District will strongly consider guards with former military or police service of at least five (5) years. We are requesting Option C hourly rates for these guards on Page 11.

Section 4 - Additional Information

- The District will not be liable for any cost incurred in the preparation of proposals.
- The submission of a proposal shall be prima facie evidence that the firm submitting the proposal has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed.
- The District reserves the right to conduct interviews of any or all firms submitting proposals prior to selection. The District will not be liable for any costs incurred by the firm in connection with such interview (i.e., travel, reproduction costs, etc.).
- The District reserves the right to reject any and all proposals. It retains sole discretion to accept the proposal it considers most favorable to its interest, and the right to waive minor irregularities in the proposals. The District further reserves the right to reject all proposals and seek new proposals when such a process is in the best interest of the District.
- Due to Budget or other District concerns, the District may with a 30 day notice, eliminate any individual position or all positions at any time during the contract period.

APPENDIX A:

**UPPER PERKIOMEN SCHOOL DISTRICT
Request for Proposal: Professional Unarmed Security Guard Services**

For the Period of July 1, 2021 through June 30, 2022
with the option to renew for three (3) one-year terms.

Name of Firm _____

Address _____

Contact Person _____

Telephone Number _____

E-mail Address _____

Web Site Address _____

FIRST, the undersigned have carefully examined the Request for Proposal for Security Services in accordance with the specifications of the proposal and agree to furnish and perform the specified security services for the Upper Perkiomen School District (the "District") within the time limits specified for the amounts indicated below.

SECOND, the undersigned agree to enter into a written contract to furnish such material and services as required in the proposal specifications.

THIRD, the following quotation prices are listed as firm for a period of ninety (90) days after the due date of this Request for Proposal.

FOURTH, no plea of mistake for this proposal shall be made available to the undersigned firm. No proposal may be withdrawn before ninety (90) days from the due date of this proposal.

FIFTH, the firm agrees to perform the security services for the amounts quoted in Appendix B

Appendix B:

**UPPER PERKIOMEN SCHOOL DISTRICT
 Request for Proposal: Professional Unarmed Security Guard Services**

For the Period of July 1, 2021 through June 30, 2022
 with the option to renew for three (3) one-year terms.

Hourly rate paid only for hours of service provided.
 Cancelled school days are not paid.

OPTION A: Security Guard Services: High School Main/Visitor Entrance Security

| Item | 21-22 Hourly Rate | 22-23 Hourly Rate | 23-24 Hourly Rate | 24-25 Hourly Rate |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| Regular Hours | | | | |
| After Hours-Weekdays | | | | |
| After Hours-Weekend | | | | |
| After Hours-Holiday | | | | |
| Emergency Rate | | | | |

***OPTION B: Security Guard Services: High School and Middle School General School Security
 (No former police or military service or less than 5 years of police or military service)***

| Item | 21-22 Hourly Rate | 22-23 Hourly Rate | 23-24 Hourly Rate | 24-25 Hourly Rate |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| Regular Hours | | | | |
| After Hours-Weekdays | | | | |
| After Hours-Weekend | | | | |
| After Hours-Holiday | | | | |
| Emergency Rate | | | | |

**OPTION C: Security Guard Services: High School and Middle School General School Security
(Former police or military service of at least 5 years)**

| Item | 21-22 Hourly Rate | 22-23 Hourly Rate | 23-24 Hourly Rate | 24-25 Hourly Rate |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| Regular Hours | | | | |
| After Hours-Weekdays | | | | |
| After Hours-Weekend | | | | |
| After Hours-Holiday | | | | |
| Emergency Rate | | | | |