

**Steel Valley School District
Request for Proposal (RFP)**

Contract Security Service

Proposals are Due:

January 16, 2018

At 2:00 pm

Project Contact:

**John A. Zenone
Director of Operational Services
Steel Valley School District
Business Office
220 East Oliver Road
Munhall, PA 15120
Phone: 412-464-3600 Ext: 1800
Fax: 412-464-3626**

Notice

Proposal: Steel Valley School District (SVSD) is soliciting proposals for Security Services for its Munhall and Homestead campuses. Proposals are due to the Project Contract on **January 16, 2018, no later than 2:00 pm** Faxed, Delivered or Mailed proposals will be accepted.

Right to Reject: Steel Valley School District (SVSD) reserves the right to accept or reject any and all proposals, to accept a proposal that is not the lowest cost, and to accept the proposal that is in the best interest of SVSD.

Withdrawal of Any Proposals is prohibited for a period of ninety (90) days after the proposal due date.

Late, Incomplete and Non-Conforming Proposals: SVSD reserves the right to reject without evaluation late, incomplete or otherwise non-conforming proposals.

Complete Proposals: SVSD will not be responsible for any ancillary charges, cost, and/or fees not expressly delineated in the terms of the proposal.

Questions: Prospective service providers are solely responsible for understanding the requirement of this RFP. Questions regarding any part of this proposal should be submitted in writing to the Project contact. All questions and answers will be made available to all prospective Service providers. **Therefore, it is imperative that you notify us that you have downloaded the RFP documents and you intend to submit a proposal. Please call 412-464-3600 extension 1800 to notify us of your intention to submit a proposal. In order to supply you with any addendum to changes in this document, we then can do so if we have your contact information.**

Prospective service providers who direct questions and inquiries about this RFP to persons at SVSD other than the Project Contact invite disqualification of their proposals.

Project Contract:

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Director of Operational Services
Steel Valley School District
Business Office
220 East Oliver Road
Munhall, PA 15120
Phone: 412-464-3600 Ext: 1800
Fax: 412-464-3626

GENERAL CONDITIONS

1. The bidder or offeror, submitting this document guarantees that they will abide by all applicable state, federal, and local regulations and/or laws that all items subject to OSHA regulations will not violate such requirements.
2. All proposals must be submitted to the designated person and either have stamped on or written upon such envelope housing this document **“Proposal Document-To be opened by addressee only”**.
3. Any inability of the service provider to comply with conditions and specifications stated herein must state so in any proposal submitted.
4. The Board of Directors of Steel Valley School District reserves the right to reject any and all proposals or any part thereof or to award the work to the lowest responsible party meeting conditions and specifications as herein prescribed.
5. The work will only be awarded to the party submitting the proposal and cannot be transferred, assigned, or subcontracted to any other party without the express written consent of the Steel Valley School District Board of Directors.
6. The party awarded the work by the district agrees that they will hold harmless and indemnify any and all persons in the district from all suits and actions of any nature brought against them or any part thereof growing out of any contracts whether written or verbal, entered into by the Steel Valley School District and the awardee.
7. In the event that the successful awardee of this proposal is unable to perform such services as herein required, in the time specified herein, Steel Valley School District Board of Directors is authorized to purchase services as stated in this proposal at the expense of the successful awardee or to cancel the award reserving all rights for damages incurred by the Board.
8. The successful awardee will not begin work under this proposal until submitting certification of all necessary insurance, and licenses. All insurance policies must be issued by companies authorized to do business in Pennsylvania, and such insurance policies must contain at least a property/liability minimum of \$1,000,000, automobile/truck insurance in a minimum liability of \$500,000 for any one accident, and property damage of not less than \$100,000. Professional Insurance in the amount of minimum of \$10,000,000. The District will accept any of the following insurance coverages as long as the coverage tallies at least \$10,000,000: Errors and Omission Insurance, Professional Liability Insurance and Umbrella Insurance.
9. The awardee must carry workers’ compensation insurance and indemnify and hold harmless the Steel Valley School District from any and all claims made by awardee’s employees.
10. The awardee may have to submit to the district Act 34 documents, regarding criminal history, and Act 151 documents, regarding child protective services clearances, for all

employees and supervisors who will work at any school district site, or at any school district event. Awardee should become familiar with Act 34 of 1985 Public School Code of 1949 as amended. 24 P.S. Section 1-111; and Act 151, 23 Pa. C.S.A. Sections 6353 et seq. All employees who are assigned to the school district by the awardee shall be required to provide the aforesaid clearances, even though the awardee's employee is not an employee of the school district. Prior to the assignment of any awardee's employee to the Steel Valley School District, the awardee shall present a copy of said clearances to the district's Director of Operations who shall keep a copy of the said clearances on file. All awardee's employees assigned to the school district shall be required to have acceptable clearances as determined by the school district.

11. The awardee is responsible for all permits, fees, and other charges as required by local, state or federal laws.

12. The Steel Valley School District is exempt from all local, state, or federal sales and/or excise taxes where allowed by law and will provide upon request an exemption certificate to the awardee.

13. Quote or bid prices shall be firm for the district fiscal year/s in question.

14. A bid bond, certified check, or cashier's check in the amount of 10% of the proposed contract amount must accompany each quote. All bid bonds shall be in the form provided by Surety Company and made out to the owner in the name of the firm, person or company signing the quote form.

15. Performance Bond, Payment Bond and Maintenance Bond

Contractors shall furnish to the Owner, a Performance Bond as security for the faithful performance of the Contract. Contractors shall furnish to the architect, for the benefit of the Owner, a separate Labor and Materials Payment Bond as security for the payment of all persons performing labor and furnishing materials in connection with this Contract. The Performance and Payment bonds shall be in an amount at least equal to the 100 percent of the Contract Sum. The Contractor shall furnish to the Owner, a separate Maintenance Bond as security for correction of all defective material workmanship. The Maintenance Bond shall be in an amount equal to the (10) percent of the accepted quote for a period of one year from the date of full and final completion. Bonds shall be written on AIA Document A312 in a form required by the Contract Documents and satisfactory to the owner and other designated beneficiaries. The Bonds shall be written by a surety company approved by the Owner and licensed to do business in the Commonwealth of Pennsylvania and otherwise comply with the requirements of applicable laws. All Bonds signed by an agent must be accompanied by a certified copy of the authority for the agent to act. The Bonds shall remain fully in effect for a period commencing prior to the commencement of Contractor's work and ending 1 year after final completion.

Provide the required bonds by a company or companies licensed to do business in the Commonwealth of Pennsylvania, which have a minimum Best rating of "A-", a minimum policy holder's surplus of \$100 million, are listed on the current U.S. Treasury Circular No. 570 (sureties acceptable for federally financed projects), and against which the Owner has no reasonable objection.

16. Competent workmen. According to Section 752 of the Public School Code of 1949, no person shall be employed to do work under such contract except competent and first class security guards. No security guards shall be regarded as competent first class. Within the meaning of this act, except those who are duly skilled in their respective branches of labor, and who shall be paid not less than such rates of wages and for such hours' work as shall be established and current rates of wages paid for such hours by employers of organized labor in doing similar work in the district where work is being done.

17. No cash allowances. No cash allowances for any purpose are included in the specifications of this project.

18. Discrimination prohibited according to Section 755. Public School Code of Pennsylvania, 1949 as amended, the contractor agrees:

19. That this contract may be canceled or terminated by the Steel Valley School District and all money due or to become due hereunder may be forfeited for a second or subsequent violation of the terms or conditions of the portion of the contract.

20. That the school district may terminate this contract at any time after written notice to the successful awardee of such termination, either for defaults in its performance, or for the failure of the awardee to supply employees who have received the required clearances as set forth in Paragraph 10 of these specifications. The school district, in its sole discretion, determines if any proposed security guard's clearance record is acceptable to the school district. The successful awardee will also immediately replace any of its employees working at the school district upon request from the school district for any reason that the school district deems appropriate. Failure to immediately replace an unacceptable employee with another acceptable employee will be a material breach of this contract, and subject this contract to immediate termination by the school district. The right of the school district to terminate the contract for any reasons set forth in this paragraph, or in any of the contract documents or specifications, is in addition to the right of the school district to acquire outside security on the terms and conditions set forth in paragraph 7 of these specifications.

21. Non-collusion Affidavit must be submitted with RFP.

22. RFP Cost Proposal and Invoicing Sheet must be returned with the requested values.

23. Bid Bond must be included with RFP submitted.

24. Work may commence with the issue of a purchase order and signing of a contract.

25. Work shall start on February 1, 2018, and terminate as of June 30, 2021, unless a twelve-month option is exercised by the district.

26. SVSD will evaluate each proposal received using the following criteria, listed here in no particular order of importance:

- a) The service provider's ability to satisfy each term and condition fully.
- b) Compliance with the specification stated herein.
- c) Experience with the delivering the requirements of the specification.
- d) Cost (including pricing and price protection).
- e) Ability to provide service for those items in the specification deemed to require an ongoing service contract of technical expertise, demonstrated or demonstrable with respect to the specification.
- f) References from previous customers for work of similar scope.
- g) Other factors not specifically expressed here that are relevant to determining which proposal will succeed.
- h) Factors found in the Section 1 of Introduction and Section IV Instruction to RFP.
- i) All of the service providers must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

27. Once the successful proposal has been determined and awarded, either party may withdraw from this agreement by giving the other party at least sixty (60) days' prior written notice of the termination date. Termination or cancellation of this agreement does not affect the collection, enforcement or validity of any accrued obligations between the provider and SVSD.

28. Walk through the district buildings will be held on January 5, 2018, at 1:30 p.m. in the business office.

SPECIFICATIONS
SECURITY SERVICES

SECTION 1 INTRODUCTION

Steel Valley is seeking proposals from qualified Contractors to provide uniformed security service for Steel Valley School District facilities at

- Steel Valley Senior High School located at 3113 Main Street, Munhall
- Steel Valley Middle School located at 3114 Main Street, Munhall
- Park Elementary School located at 4102 Main Street, Munhall
- Barrett Elementary School located at 221 East Twelfth Avenue, Homestead
- Best of the Batch Foundation, 2000 West Street, Munhall

This document is a Request for Proposal (RFP) for the services described below and does not obligate Steel Valley School District to accept responses from eligible Contractors. The RFP establishes minimum requirements a service provider must meet in order to be eligible for consideration as well as information to be included in the Contractor's proposal response.

Carefully examine the specifications, conditions and limitations.

The selection of the successful Contractor will be made based on Steel Valley School District evaluation and determination of the relative ability of each service provider to deliver quality service in a cost-effective manner.

The following specific criteria will be evaluated and must be addressed in the proposal:

1. Company History and Organization
2. Demonstrated successful experience in implementing services similar to those requested in the RFP
3. Management Approach
4. Personnel Selection Process
5. Development and Retention of Personnel
6. Training Programs
7. Value Added Features
8. Insurance
9. Benefits Program

- 10. References
- 11. Transition Plan
- 12. Cost proposal and Invoicing

Section II Contract Terms

The term of this contract shall be for three (3) years and five (5) months unless terminated by either party with a sixty (60) days written notice. The district reserves the right to an option to extend this contract by an additional twelve (12) months.

Section III Scope of Services for the School Year (Not Fiscal Year)

This project includes approximately 96 hours of uniformed security services per full day (inclusive of supervisor) allocated as follows:

Steel Valley Senior High School:	Four Guards
Steel Valley Senior and Middle School second shift:	One Guard
Steel Valley Middle School:	Two Guards
Park Elementary School:	Two Guards
Barrett Elementary School:	Two Guards
Best of the Batch Foundation:	One Guard

Due to the fact Franklin Primary does not currently have students, guards are not needed to service this building.

District reserves the right at any point in time to have a floor of only 64 hours per day for services. **Though for purposes of this RFP please use 96 hours, 12 guards per day for the proposal.** The district reserves the right at any point in time to increase or decrease the number of guards required at any of its buildings for any period of time. The contract amount due will be either increased or decreased depending on the amount of guards required and the time periods worked.

Contractor shall provide unarmed uniformed security services in and around SVSD property or otherwise indicated per site specifications. Contract security personnel will provide a variety of service, implementing SVSD’s security objectives according to policies and procedures which may include but is not limited to the following general tasks: entry and egress access control, roving patrols of interior and exterior building areas, visitor and building employee identification verification, incident and daily operating reports, monitoring and responding to base building intrusion detection systems, alarms and fire detection equipment, responding as necessary to support other life safety duties as identified in post orders and standard operating procedures.

Contractor shall provide appropriate and necessary management and supervision for all contractor’s employees and shall be solely responsible for instituting and invoking disciplinary action of employees

not in compliance with contractor's rules and regulations, as well as any other policy established by the contracting parties.

Section IV Instructions for Service Providers

Service provider is to address the following subject in the response. Please insert your text in the space following each Section. Reference any attachments in the text and include printed copies of attachments at the back of this document.

1) Company History and Organization

Provide a brief company history, Mission Statement and organizational summary. Explain ownership (public or private) and include brief biographical information regarding the personnel who would be directly responsible for the management and local supervision of this project.

2) Demonstrated successful experience in implementing similar services

Provide a brief description how the company was able to implement similar services.

3) Management Approach

Describe in detail how your firm will be organized to manage this project. Indicate by position or title the person who will have the overall responsibility for the company account. Indicate the support staff available to this project manager by function. Service provider must supply an organization chart depicting the structure of the local servicing office and regional support.

4) Personnel Selection Process

Describe how recruitment and selection of security officers is accomplished. All personnel and supervision provided under this RFP must be thoroughly trained, experience and qualified to perform the work to which they are assigned. Bidder shall have a documented employment process which shall include applications, interviews, drug testing and background check phases.

5) Development and Retention of Personnel

Describe your company's succession planning and development of guards, supervisors and managers. Describe methods and initiatives designed to promote employee retention.

6) Training Programs

Describe in detail the training programs in place to support this project. Include the following if you can: Pre-assignment training, job and task specific training, formal continuous training, annual retraining and recertification. Please supply the names of regional trainers and who will conduct training for the company.

7) Value Added Features

Indicate features or programs not covered elsewhere in the response which are offered to enhance your firm's ability to effectively manage this project.

8) Insurance

The successful bidder shall carry and maintain, with respect to any work or service to be performed at district facilities, insurance written by a responsible insurance company to provide the following:

- a) Workers Compensation as required by State statute
- b) Commercial General Liability Insurance
- c) Automobile Liability
- d) Excess-Umbrella Insurance
- e) Professional Liability Insurance

The General Specification has minimum, please detail the differences.

9) Benefits Program

Describe in detail all the benefits offered to your employees, including health care insurance, dental, vision and life insurance, holiday pay, vacations and any other benefits offered.

10) References

Provide at least three (3) client references whose facilities are comparable in size and service hours per week.

11) Transition Plan

Submit a projected transition plan for implementation if awarded the contract to include tasks and time frames.

FEBRUARY 1, 2018 – JUNE 30, 2019

12) RFP Cost Proposal and Invoicing

A) Provide billing rates per hour for each of the following:

	Regular Rate	Hours Worked Beyond Forty (40)
Security Guard	_____	_____
Supervising Guard	_____	_____
Other please detail	_____	_____

B) Supplemental and Extracurricular Activity

Please detail how billing will occur beyond the normal day that covers activity such as a sport activity.

A rate must be recorded above.

I, Mr. /Ms. _____ of _____ hereby offer to provide services to Steel Valley School District at the offered rates.

Signature of Officer

Officer's Title

Date and Seal

JULY 1, 2019 – JUNE 30, 2020

12) RFP Cost Proposal and Invoicing

A) Provide billing rates per hour for each of the following:

	Regular Rate	Hours Worked Beyond Forty (40)
Security Guard	_____	_____
Supervising Guard	_____	_____
Other please detail	_____	_____

B) Supplemental and Extracurricular Activity

Please detail how billing will occur beyond the normal day that covers activity such as a sport activity.

A rate must be recorded above.

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Signature of Officer

Officer's Title

Date and Seal

JULY 1, 2020 – JUNE 30, 2021

12) RFP Cost Proposal and Invoicing

A) Provide billing rates per hour for each of the following:

	Regular Rate	Hours Worked Beyond Forty (40)
Security Guard	_____	_____
Supervising Guard	_____	_____
Other please detail	_____	_____

B) Supplemental and Extracurricular Activity

Please detail how billing will occur beyond the normal day that covers activity such as a sport activity.

A rate must be recorded above.

I, Mr. /Ms. _____ of _____ hereby offer to provide services to Steel Valley School District at the offered rates.

Signature of Officer

Officer's Title

Date and Seal

OPTION YEAR: JULY 1, 2021 – JUNE 30, 2022

12) RFP Cost Proposal and Invoicing

A) Provide billing rates per hour for each of the following:

	Regular Rate	Hours Worked Beyond Forty (40)
Security Guard	_____	_____
Supervising Guard	_____	_____
Other please detail	_____	_____

B) Supplemental and Extracurricular Activity

Please detail how billing will occur beyond the normal day that covers activity such as a sport activity.

A rate must be recorded above.

I, Mr. /Ms. _____ of _____ hereby offer to provide services to Steel Valley School District at the offered rates.

Signature of Officer

Officer's Title

Date and Seal

Section V Non-Collusion Affidavit

STATE OF _____:

COUNTY OF _____:

I state that I am the _____ of _____
(TITLE) (FIRM OR COMPANY)

and that I am authorized to make this Affidavit on behalf of my Firm or Company, and its owners, directors, and officers. I am the person responsible in my Firm or Company for the price (s) and the amount of this Bid.

I state that:

- (1) The price (s) and amount of this Bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder, or potential bidder.
- (2) Neither the price (s) nor the amount of this Bid, and neither the approximate price (s) nor the approximate amount of this Bid have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this Contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) The bid of my Firm or Company is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- (5) _____, its affiliates, subsidiaries,
(FIRM OR COMPANY)

officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable of any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges

(FIRM OR COMPANY)

that the above representations are material and important, and will be relied on by the Steel Valley School District in awarding the contract (s) for which this bid is submitted. I understand and my Firm Or Company understands that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from the Steel Valley School District of the true facts relating to the submission of bids for this contract.

(NAME AND FIRM OR COMPANY POSITION)

SWORN TO AND SUBSCRIBED BEFORE ME

THIS _____ DAY OF _____, 20_____