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**SOUTHFIELD PUBLIC SCHOOLS
Request for Proposal
PROFESSIONAL SECURITY OFFICER SERVICES**

The Southfield Board of Education will accept bids for regular district Professional Security Officer Services for eight (8) school buildings.

Due to the COVID-19 pandemic all bidders are to submit bids electronically via email to the address noted below. If any bidder is unable to submit bids electronically, they should contact Marc Ingram at 248-846-7549 to make alternative arrangements.

Contractors are to submit one pdf document to:

Bids@southfieldk12.org: "PROPOSAL: PROFESSIONAL SECURITY OFFICER SERVICES

no later than 2:00 p.m. E.S.T. May 10, 2021, at which the bids will be opened and publicly read aloud remotely via Google Meets [http: meet.google.com/yms-qeho-ggg](http://meet.google.com/yms-qeho-ggg) or Join By Phone: 1 402-645-1221 (PIN 345020454)

at 2:15 p.m. Bids must be submitted on the official FORM provided. (5 pages) The Board reserves the right to reject any or all bids.

FAMILIAL DISCLOSURE AND NON IRAN LINKED BUSINESS CERTIFICATION

All Proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the District(s) and/or any employee of the Proposer and any member of the Board of Education or Superintendent of the Southfield Public Schools and a statement certifying its status as a non "Iran Linked Business" as defined by Michigan Public Act 517 of 2012. Proposals that do not include these statements will not be considered or accepted by the Board of Education.

1. GENERAL CONDITIONS

A. Intent

The Southfield Public Schools is seeking proposals from qualified contractors to provide security officer services for the School District.

The objective of this Request for Proposal (“RFP”) is to offer companies with experience in the area of school security the opportunity to present a detailed Proposal reflecting their experience and qualifications to the Southfield Public Schools. The Proposal to be provided should detail the Contractor’s experience in assisting school districts of similar size and scope as the Southfield Public Schools with their security officer services and include the proposed pricing for the same.

Southfield Public Schools will select the Proposal that it determines best meets the needs of the School District. The Contract will be awarded, if at all, to the lowest responsible Contractor who provides the best value, while meeting the specifications that have been identified by the Board of Education. Proposals should be submitted on the premise that the Southfield Public Schools intends to Contract for all security officer services for the School District as a single unit.

Acceptance of a Proposal by the Southfield Public Schools does **not** constitute a Contract. The final Contract document will be developed through negotiations and the Board must approve execution of a Contract before the document has any legal effect. While the cost aspect of the Contractor Proposal is a significant factor, the Board is equally concerned with the proven ability of the Contractor to satisfactorily perform the Contract so that the services will be provided in accordance with the proposed Contract.

B. Submission Deadline and Requirements

INSTRUCTIONS TO BIDDERS and CONDITIONS:

1. Due to the COVID-19 pandemic all bidders are to submit bids electronically via email to the address **Bids@southfieldk12.org**: “**PROPOSAL: PROFESSIONAL SECURITY OFFICER SERVICES** no later than 2:00 p.m. E.S.T. May 10, 2021, at which the bids will be opened and publicly read aloud remotely via Google Meets <http://meet.google.com/yms-geho-ggg> or Join By Phone: (US) 1 402-645-1221 (PIN 345020454) starting at 2:15 p.m. Bids must be submitted on the official FORM provided. (5 pages) The Board reserves the right to reject any or all bids.
2. The Board reserves the right to reject any and all bids or waive any part thereof. The Board reserves the right to award the contract to other than the lowest Bidder.
3. Federal, state or local taxes are NOT to be included in price.
4. Any questions are to be directed to the Director of Operations Felicia Venable, Felicia.venable@southfieldk12.org. (via e-mail) by 2:00 p.m.. April 21, 2021. Responses to questions will be in the form of addenda and posted on the District website www.southfield.k12.mi.us.
5. Bids to remain firm for sixty days.
6. **ADDENDA:** If it becomes necessary to revise any part of the RFP, notice of the revision will be posted to the District Website for all parties to download. All Addenda shall become a part of the RFP. Each Bidder must in its Proposal to avoid any miscommunication acknowledge all Addenda which it has received both the failure of a Bidder to receive or acknowledge receipt of any Addendum shall not relieve the Bidder of the responsibility for complying with the terms thereof.

C. Process

The Southfield Public Schools will select one or more qualified providers of security officer services to proceed with the negotiation process from those submitting Proposals. The process will include the review and evaluation of methods and procedures used to provide security officer services within the scope of this RFP. Past successful experience will also be a significant factor and the references supplied by each Contractor will be contacted, as deemed necessary. A major portion of the negotiations will include the financial terms of the Contract.

D. Proprietary Information

The information provided in the RFP is solely for internal use by the Proposers in their Proposal preparation. All information contained herein is proprietary and shall not be distributed to any third party, except as required by law.

E. Proposal Timeline

The Southfield Public Schools anticipated timeline for the selection process is:

Pre-Proposal Conference	2:00 pm April 16, 2021
Deadline for written requests for clarifications	2:00 pm April 21, 2021
Deadline for Proposals	2:00 pm May 10, 2021
Interviews	May 12, 2021 (tentative)
Proposed Implementation of Contract	July 1, 2021 The Southfield Public
Schools reserves the right to modify any part of the above identified schedule.	

F. Pre-Proposal Meeting

Due to the scope of the work involved in this RFP, a pre-Proposal meeting **will be held remotely at 2:00 pm Friday, April 16 at Google Meets <https://meet.google.com/agc-uxpe-tkq?hs=224> or join by phone US) [+1 530-564-6987](tel:+15305646987) (PIN: 470722481)**

The purpose of this meeting will be to explain the School District's current security officer arrangements and answer any questions regarding this RFP. Due to the complexity of the RFP attendance is essential and will be a consideration in the award of the proposal.

G. Additional Requests for Clarification

Prospective Proposers may request that the Southfield Public Schools clarify information contained in the RFP. All such requests must be made by email to Martha Ritchie, Martha.ritchie@southfieldk12.org. Southfield Public Schools will provide a written response to all written requests for clarification in the form of Addenda and posted on the District website www.southfieldk12.org. The deadline for questions is [INSERT TIME]. [INSERT DATE].

H. Restrictions on Communication

From the issue date of the RFP until the Contract is awarded, Proposers shall not communicate about the subject of the RFP or a Proposer's Proposal with the Southfield Public Schools, its Board of Education members, administrators or other employees except for Requests for Clarification.

I. RFP/Proposal Information Controlling

Southfield Public Schools intends that all Proposers have equal access to information relative to the RFP and that the RFP contains adequate information. Each Proposer shall prepare its Proposal based only on the information contained in the RFP, notwithstanding any information that may have been previously provided. A prospective Proposer noting any inconsistency between the information contained in the RFP and any information previously provided must request clarification. No information communicated to or from a Proposer, either verbally or in writing, shall be effective unless confirmed by written communication contained within the RFP, an addendum to the RFP, a request for clarification or written response thereto, or in the Proposal.

J. Bid Bond

Each Proposal shall be accompanied by a surety or bid bond or certified check in a form satisfactory to the Southfield Public Schools in an amount of five (5%) percent of the first year's total amount of the Contract, as a guarantee of Proposers' good faith, to be forfeited as liquidated damages if the Proposer withdraws either its Proposal or a form

of Contract found acceptable to the Southfield Public Schools, fails to execute a form of Contract acceptable to the Southfield Public Schools, substantially evidencing and incorporating the RFP and its Proposal. Good faith deposits shall be returned to all Proposers upon the award of the Contract to a Proposer no later than one (1) week following the Board of Education's approval of a Proposal.

K. Performance Bond

The Proposer awarded the Contract may be required to furnish the Owner with a satisfactory Performance Bond equal to one year's base bid price. If the Southfield Public Schools accepts this required alternate, the successful Proposer may bill the Southfield Public Schools a lump sum for the same, early in the Initial Term of the Contract and with no price mark-up. The cost for the performance bond shall be included as an 'add alternate' on the Proposal. The cost quoted shall be the first cost, with no price mark-up.

The purpose of the Performance Bond requirement is to secure the faithful performance of the RFP/Contract specifications and to financially protect the Southfield Public Schools against the cost to hire a different Proposer to fulfill the Contract requirements unfulfilled by the original Proposer.

If required, the Performance Bond must be issued by a quality surety licensed to do business in the State of Michigan, and the bonding companies must be limited to those listed on the U.S. Department of Treasury Circular 570. The U.S. Department of Treasury Circular 570 can be viewed at the following web site: <http://fms.treas.gov/c570/index.html>. The Southfield Public Schools will be listed as an obligee on the Performance Bond. If Southfield Public Schools requests that the Contractor provide a Performance Bond in one or more subsequent years of the Contract, the price increase will be limited to five (5%) percent per year. The awarded Contractor will deliver the required Performance Bond to the Southfield Public Schools at the time of execution of the Contract.

L. Proposer Experience

Contractors with at least five (5) years of experience providing security officer services for public K-12 school districts with similar size in terms of student population and number of school buildings as the Southfield Public Schools are preferred. Among the required references, at least two (2) references from public school districts in the State of Michigan shall be included.

M. Reservation of Rights

The Southfield Public Schools reserves the right, in its sole discretion (for this and the other provisions of this RFP) to accept or reject any or all Proposals, in whole or in part, with or without cause. The Southfield Public Schools reserves the right to waive any irregularity or informality in the RFP process, and the right to award the Contract to other than the Proposer submitting the lowest or best financial Proposal. The Southfield Public Schools reserves the right to request additional information from any or all Proposers. The Southfield Public Schools reserves the right to negotiate with the Proposers concerning their Proposals.

N. Proposal Costs and Irrevocable Time Period

A recipient of the RFP is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a Proposal, in otherwise responding to the RFP, and for any negotiations incidental to its Proposal or the RFP.

All Proposals once submitted shall not be withdrawn and shall be irrevocable for a minimum period of one-hundred twenty (120) calendar days following the date and time for receipt of Proposals set forth above.

O. Collusive Bidding

The Proposer must certify that its Proposal is made without any previous understanding, contact or connection with any person, firm or corporation making a Proposal for the same project and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

P. Contract

The submission of a response to this Request for Proposal ("RFP") shall constitute the Proposer's written acknowledgment that it agrees to be bound by the terms and conditions contained in this RFP. This RFP shall be

legally binding and will require that this RFP and the resulting Contractor Proposal be included as addenda to any subsequent contract that may be entered into between the Contractor(s) and the Southfield Public Schools. The Contractor understands that this means that the Contractor accepts all of the specifications included within this RFP and shall satisfy the requirements and reports listed herein. Any exceptions must be explicitly noted in the Contractor's Proposals.

Q. Definitions:

'Contract': 'Contract' means the Contract entered into between Southfield Public Schools and Contractor.

'Proposal': 'Proposal' means a response to this RFP submitted in accordance with the RFP.

'Proposer': 'Proposer' means any company that supplies security officer services Contractor which submits an Intent to Respond, and submits a Proposal to the Southfield Public Schools for security officer services by the specified due date in accordance with the RFP.

'Contractor': 'Contractor' shall mean the security officer services Proposer awarded a Contract to provide security officer services for the Southfield Public Schools in accordance with the RFP and the successful Contractor's Proposal.

R. Severability

If any provision or provisions of this RFP and resulting Contract shall be held to be invalid, illegal, and unenforceable or in conflict with the law of any pertinent jurisdiction, the validity, legality and enforceability of the remaining provisions shall not, in any way, be affected or impaired thereby.

S. Amendments to this Contract

No modification or claimed waiver of any provision of the Contract shall be valid except by written amendment signed by authorized representatives of the Southfield Public Schools and the Contractor.

T. Compliance with Federal, State and Local Law Compliance, and Southfield Public Schools Board of Education Policies

The Contractor will comply with all Federal, State and local laws, rules, ordinances, regulations and apply for and obtain any required licenses and permits. The Contractor, including its employees and agents, shall be responsible for knowing the Southfield Public Schools Board policies and administrative regulations concerning appropriate behavior of persons in schools, transportation vehicles and School District facilities, including, for example, the prohibitions against sexual harassment and smoking, and shall comply with all such policies and regulations.

The Southfield Public Schools shall use its best efforts as reasonably requested by the Contractor to assist the Contractor in complying with any applicable Federal, State or local laws, rules and regulations.

U. Governing Law

The Contract shall be governed by and construed in accordance with the laws of the State of Michigan.

V. Insurance Requirements

The Contractor shall maintain the following insurance in force at all times during the term of the Contract, with an 'A' rated Best insurance carrier acceptable to the Southfield Public Schools. The Southfield Public Schools shall be named as an additional insured for at least the minimum limits listed below. Commercial General Liability and Motor Vehicle Liability Insurance, as described herein, shall require an endorsement stating the following shall be Additional Insureds: Southfield Public Schools, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.

<u>POLICY</u>	<u>MINIMUM LIMITS</u>
(a) Workers Compensation	Statutory
(b) Comprehensive General Liability	
(1) Bodily Injury Liability	\$1,000,000 each person \$1,000,000 each occurrence \$2,000,000 aggregate
(2) Property Damage Liability	\$1,000,000 each occurrence
(c) Comprehensive Automobile Liability	
(1) Bodily Injury Liability	\$1,000,000 each person \$1,000,000 each occurrence
(2) Property Damage Liability	\$1,000,000 each occurrence
(d) Excess Umbrella Liability	
Combined Single Limit Bodily Injury and/or Property Damage	\$10,000,000 each occurrence \$10,000,000 aggregate

NOTE:

Comprehensive Liability to include, but not limited to:

- (i) Existence of busses or vehicles on Location.
- (ii) Contractual obligations.

The insurance carrier must notify the Southfield Public Schools and the Contractor 30 days prior to the expiration, termination or material change of such insurance coverage.

This coverage and limits are to be considered minimum requirements under the Contract and shall in no way limit the liability or obligations of the Contractor under the Contract.

The successful Contractor shall not commence operations under the Contract until the Contractor has obtained all insurance stated in these requirements, all insurance has been reviewed by the Southfield Public Schools, and Certificates of such insurance have been made available to the Southfield Public Schools.

W. Hold Harmless/ General Indemnification

Contractor agrees to indemnify, defend and hold harmless the Southfield Public Schools, its Board and its Board members in their official and individual capacities, its successors, assignees, employees, contractors and agents from and against any and all claims, causes of action, costs, expenses, damages, and liabilities, including actual attorney fees, arising out of (i) the negligent acts or willful misconduct of the Contractor and/or its officers, directors and employees, agents subcontractors, successors or assigns; (ii) any breach of the terms of the Contract by the Contractor; (iii) any violation of applicable local, State and/or Federal law, regulation, or other requirement; or (iv) any breach of any representation or warranty made by the Contractor under the Contract. The Contractor agrees to notify the Southfield Public Schools by certified mail, return receipt requested, immediately upon knowledge of any claim, suit, action or proceeding for which it may be entitled to indemnification under the Contract.

X. Force Majeure

The Contractor agrees that its failure to comply with any of the terms and conditions of this Contract shall be grounds for termination of this Contract by the School District. Notwithstanding the foregoing, if the performance of either party hereto of its respective non-monetary obligations of this Contract is delayed or prevented in whole or in part by acts of God, fire, floods, storms, explosions, accidents, epidemics, war, civil disorder, strikes or other labor difficulties, or any law, rule, regulation, order or other action adopted or taken by any federal, state or local government authority, or any other cause not reasonably within said Party's control, whether or not specifically mentioned herein, such party shall be excused, discharged and released from performance only to the extent such performance or obligation is so delayed or prevented by such occurrence without liability of any kind.

The School District shall have the right to take over the operation of the security officer services if the Contractor is prevented from operating for the reasons described above. The School District may operate with school employees or other persons, as the School District may deem appropriate until the Contractor is able to resume its regular operations.

Y. Contract Assignment or Sub-Contract

A Contract entered into between the Contractor and the School District shall not be assigned, transferred, or sublet by the Contractor in whole or in part without the prior written approval of the Southfield Public Schools.

Z. Contractor Management

The successful Proposer shall provide all labor and ancillary staff to coordinate all functions under the Contract as to ensure the safety of members of the school community. In addition to such other personnel as may be required to administer this Contract, the successful Proposer shall employ and assign a Manager to act as the successful Proposer's designee in all matters relating to the Contract. The Southfield Public Schools shall have the right to accept or reject the Proposer's assigned Manager.

AA. Southfield Public Schools Designee

The Southfield Public Schools designee referred to throughout this RFP will be (or) be referred to the Manager of Operations or his designee. The Southfield Public Schools Superintendent is authorized to modify this designation.

BB. Covenant Against Contingent Fees

The Contractor warrants that no person or agency has been employed or retained to solicit or obtain this Contract upon a contract or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Southfield Public Schools shall have the right to annul this Contract without liability or, in its discretion, to deduct from the Contract price or consideration, or otherwise recover the full amount of the contingent fee.

CC. Nondiscrimination in Employment

The Contractor shall comply with Equal Employment Opportunity and Affirmative Action requirements as stipulated in Executive Order 11246 and Executive Order 11375 and all subsequent amendments thereto and superseding orders. Contractor's policy shall be to recruit and select applicants for employment solely on the basis of their qualifications. The Contractor's decision to employ shall be based, first, on whether any positions are available; and, second, on which applicant best meets the requirements of the open position.

DD. Payments

The Contractor will invoice the Southfield Public Schools on the first of each month for security officer services provided pursuant to the Contract during the previous month. Payment by the Southfield Public Schools of undisputed amounts will be due no later than thirty (30) days following receipt of an invoice. Invoices for additional work must include the date and times of the work, the number of hours worked, the location, and the name of the authorized Southfield Public Schools person who approved the work to be performed. Disputed portions of any payment will be withheld until resolved.

EE. Dispute Resolution

In the event of a dispute between the Southfield Public Schools and the Contractor, with respect to the Contractor's alleged failure to meet the requirements of this Contract, the following steps will be taken:

- a. The Southfield Public Schools will provide the Contractor a letter stating the nature of the claimed violation.
- b. The Contractor will have seven (7) days after receipt of the letter to rectify and/or respond to the violation in writing. The response must include the nature of the violation, how it was resolved and what steps are being taken to prevent this violation from occurring again.

- c. If the Contractor has not resolved the violation within the above referenced seven (7) day period or has repeated a similar past violation, the Southfield Public Schools will have the right to terminate the Contract upon thirty (30) days written notice of intent to do so. In the event of Contract termination, the Contractor will be liable for any difference in cost between the agreed price of Contract services and the price paid to an alternate Contractor, including expenses incurred to solicit the other Contractor.

FF. Contractor's Representations

The Contractor will at all times observe and comply with all laws, ordinances, regulations, reporting requirements and codes of the Federal, State, County and other local government agencies, which may in any manner affect the performance of this Contract and in particular any such laws pertaining to safety. The Contractor, in performing under this Contract will not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sex, sexual orientation, or national origin, nor otherwise commit an unfair employment practice.

The Contractor will be responsible for the cost of all necessary and/or required reports including reports required by Oakland Schools, (the intermediate school district), the State, and Federal government for funding or any other legal purpose. All reports will be completed and submitted to the Southfield Public Schools for review and submission no later than seven (7) work days prior to the submission deadline date. The Contractor will reimburse the Southfield Public Schools for any expenses or loss of funds resulting from errors, omissions, or late submission of reports due to the fault of the Contractor.

GG. Change of Law

Notwithstanding anything else to the contrary, in the event any Federal, State, Local or other governmental body's statutes, laws, rules or regulations are changed, enacted/promulgated, or in the event there are other material changes in the needs of the Board (such as those cause by major enrollment changes), and the impact of such changes materially impacts the methods and/or costs of the Contractor in connection with providing the security officer services hereunder, then, in that event, upon written notice to the Southfield Public Schools Superintendent, the Contractor may request a renegotiation of this Contract. Such renegotiation will include, but not be limited to, the rates, the payment schedule, duration of the Contract, and levels of service. In such circumstance, the Contractor and the Southfield Public Schools representatives agree to negotiate in good faith and with due dispatch. Any modifications to this Contract resulting from such negotiation(s) will become effective only as of the beginning of the next anniversary date of the Contract following the giving of written notice to the Contractor.

In the event the Contractor and the Southfield Public Schools are unable to reach a satisfactory Contract modification, or enter into a new Contract within sixty (60) days after such written request, the Contractor will have the right to cancel this Contract by written notice to the Southfield Public Schools Superintendent, on or before the next anniversary date, whereupon, effective on such next anniversary date, this Contract will be null and void.

HH. Severability

In the event any provision(s) of the Contract are held, by a court of law, to be illegal or invalid for any reason, said provision(s) will be deemed to be fully severable without affecting the remaining provisions of this Contract and the Contract will be construed and enforced as if said illegal or invalid provision(s) had never been inserted herein.

II. Termination

In the event the Contractor fails, at any time, to comply with, fully perform and strictly adhere to the terms and conditions contained in the Contract and all specifications as described herein to be performed by the Contractor, its agents or employees, the Southfield Public Schools shall give forty-eight (48) hours' notice, in writing, to the Contractor of said failure and, in the event the Contractor does not remedy such failure within forty-eight (48) hours from the receipt of such notice by it (except if such failure be impossible to remedy within forty-eight (48) hours) then, at the option of the Southfield Public Schools, the Contract may be terminated by delivery to the Contractor of written notice of such election to terminate, but the Contractor shall remain liable to the Southfield Public Schools for any costs to the Southfield Public Schools for security officer services. Failure by the Southfield Public Schools to exercise its rights in this regard within forty-eight (48) hours does not preclude any subsequent right to exercise at a later date. If the Contract is terminated in accordance with any of the provisions contained herein, all rights of the Contractor under the Contract shall cease.

JJ. Termination for Convenience

Notwithstanding anything herein contained, this Contract may be terminated by Southfield Public Schools, without cause, upon ninety (90) days' advance written notice to the Contractor. In such circumstance, the School District shall incur no penalty, expense or liability to the Contractor, except the obligation to pay for services actually performed under the Contract prior to the date of termination.

2. PROPOSAL REQUIREMENTS

This portion of the RFP outlines the information that must be provided by each Proposer and the required format for the Proposal. Any Proposal that does not include the required information or does not otherwise conform to the format specified may be disqualified.

Proposals must demonstrate an understanding of the Scope of Work and the ability to accomplish the tasks set forth and must include information that will enable the Southfield Public Schools to determine the Proposer's overall qualifications. Each Proposal may also include any other information that the Proposer feels is significant with respect to the Southfield Public Schools making an informed decision relative to the Proposal.

Any exceptions to the terms and conditions contained in the RFP, or the Contract or any other special considerations or conditions requested or required by the Proposer shall be enumerated by the Proposer and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions cannot be met. All pricing factors must be clearly indicated in the Proposers' Pricing Schedule provided.

A. Proposal Format

Included with this RFP are Required Response Forms. Additionally, there are several schedules that Proposers must include with their proposal. All forms and schedules must be completed and submitted in order for a Proposal to be considered.

B. Introductory Letter

Proposers must provide an introductory letter on company letterhead which provides a summary of their proposal. This letter must contain a statement indicating that the Proposer agrees to be bound by the terms and conditions in this RFP, as well as Proposer's Proposal and the Contract.

C. Additional Proposal Requirements: Background & Qualifications

1. Proposers must provide background information and the qualifications of Contractor's personnel who would be involved with the Southfield Public Schools.
Describe the chain of command and reporting relationships. Include a proposed organizational chart.
2. Proposers must provide a minimum of five (5) references, (K-12 school preferred) including contact name, address, phone number, and email address.
3. Proposers must provide a sworn and notarized Familial Statement, Certification of Compliance Iran Economics Sanction Act, Compliance with School Safety Initiative Legislation Form and non-collusion bidding form.
4. Proposers shall provide an employee benefit table listing eligibility criteria, and level of Contractor coverage, including, but not limited to, medical, dental, vision, life, short and long-term disability, retirement, etc.
5. Proposers must provide a transition plan of action (Outline form is acceptable) to transfer from the District's current contractor to a new Contractor for security officer services.
6. Proposers must provide a staff continuity plan showing expected turnover rates for staff and how the Contractor will address the need to prevent excessive turnover of staff. The Contractor will also show how it will address absences in the event an employee is not available.
7. Proposers must provide evidence of all aspects of their security officer management and technical capabilities. These should include human resources services, computer systems and capabilities, training programs for management and non-management personnel. The Proposer's initial and on-going training program shall include an itemized list of topics and the number of hours per year each of the Contractor's employees are required to complete.

8. Proposers shall provide evidence of ability to provide adequate insurance coverage to protect the interests of themselves and the Southfield Public Schools.
9. Proposers shall provide documentation of sufficient financial resources which shall include a recent audited Financial Report to provide management services for a school district of this size and complexity.
10. Proposers must describe any other resources to be provided by their company, not listed above, which would result in safe and efficient security officer services.
11. Proposers must provide a Bid Bond in the amount equal to five (5) percent of the first year total amount of the Contract. Companies with bid bond questions or seeking alternatives may contact Marc Ingram, Chief Financial and Operations Officer at marc.ingram@southfieldk12.org.

D. Oral Interview

The Southfield Public Schools will require qualified companies to participate in an interview and negotiation process to discuss their Proposal and to answer any questions the Southfield Public Schools may have regarding the RFP and the Contract. The Southfield Public Schools will notify the qualified Contractor contact person, as listed in the Proposal. As per the RFP timeline, interviews will be scheduled in [INSERT MONTH]

E. Evaluation of Proposals

Each Proposer submitting a Proposal should understand that the nature of the District's use of security officers is complex and each and every facet of the operation may not be detailed in this RFP. The Proposer must document its expertise, experience, and approach based on its understanding of the Southfield Public Schools requirements. The mandatory pre-Proposal meeting will afford the Proposer the opportunity to ask questions. The Proposal must be complete, clear and concise. The following categories, not listed by rank, are the principal criteria by which Proposals will be evaluated:

1. Ability to meet all applicable federal and state wage and safety requirements.
2. Experience and past performance – Presented documentation of public school security officer experience.
3. Project personnel - Adequacy of staff in size, availability, and experience to perform the proposed work.
4. Proposer's attendance at pre-Proposal meeting.
5. Cost control – Previous record of meeting budgets and the proposed plan for controlling costs on the project.
6. Full and proper completion of the Proposal forms.
7. Guarantees – Any cost savings guarantees provided for by the proposal.
8. Quality of the oral presentation to the applicable committee.
9. Quantity and nature of exceptions to the bid specifications.
10. Work history/performance as reported by references (names, addresses, and telephone numbers of principle parties).
11. Any other information the School District's proposal review team determines to be pertinent.

The Southfield Public Schools will evaluate the Proposals, based on the above criteria. The Southfield Public Schools will select the Contractor that it deems most qualified to serve the interests of the Southfield Public Schools to proceed to the negotiation process.

3. SECURITY OFFICER SERVICES REQUIREMENTS

A. Southfield Public Schools Profile

Southfield Public School District is located in Southfield and Lathrup Village Michigan. It is bounded by 8 Mile Road to the South, 12 Mile Road to the North, Inkster to the West and Greenfield to the East. A map of the District is included in Appendix A. The District currently consists of one high school, two alternative high schools, one preschool center, one middle school, three K-8 schools, four elementary schools, one special education center, one technology center and two administrative office buildings. K-12 student enrollment for the 2020-21 school year is 5,000.

B. Scope of Services

The District is seeking a Contractor to provide Security officer services for a period of three (3) years to begin July 1, 2021 through June 30, 2024.

Contractor to provide Security Officer services at eight school locations: Southfield High School for the Arts & Technology, Southfield Regional Academic Campus, Birney K-8 School, Levey Middle School, MacArthur K-8 University Academy, Thompson K-8, University High School and Bussey Center.

Contractor to provide permanent staff at each location so that they become familiar with the students, staff police liaison officers and school administration. It is of utmost importance to the District that the Security Officers work cooperatively with school administration and liaison officers. Duties and job description of the Security Officers are included in Appendix A. The 2020-21 school calendar and district map are also included in Appendix A.

Security officer services shall include providing all labor, permits, licenses, management and clerical support necessary to provide the security officer services as specified in this RFP and in the Contract.

C. Schedule

The base bid pricing for security officer services shall include 180 days of normal service during the entire school year. Currently, the school calendar includes 180 days. In the event the regular school calendar is adjusted the regular service days for security officer service will be adjusted accordingly. Additional service may be required during the months of June, July and August for summer school. Summer school dates for the summer of 2021 has not yet been determined. The 2020-2021 calendar is included in Appendix A. The 2021-2022 calendar has not yet been determined. The Contractor shall assume similar security officer needs would occur over the life of the contract. In the event of emergency school closure due to power outage, snow, etc. security services will not be needed and the cost will be deducted from the invoice. Security officers will be needed for after hour school functions including athletic games, dances, plays and graduation. Some of these events occur on weekends. It is estimated that approximately 4,000 hours of security services will be needed for after hour events. This number is not guaranteed.

4. CONTRACTORS OBLIGATIONS

The Contractor shall perform all the services described in the RFP and in the Contract and make any arrangements that may not be described but that are necessary to perform these services. The Contractor will provide all services throughout the term of this Contract. In addition, the Contractor will require all employees to follow all applicable Board policies.

The Contractor will provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of the work to be performed under this Contract.

The Contractor will provide, and all of the Contractor's employees are required to wear, uniforms approved by the Southfield Public Schools on all work days. Logo on all uniform shirts is required. Uniforms must be worn by all regular and substitute employees while performing under this Contract.

In addition to uniforms, all Contractor personnel are also required to wear a District- issued ID badge, approved by the Southfield Public Schools. The ID badge is to be clearly visible, while performing work under the Contract. Contractor shall be responsible for any lost or misplaced IDs badges for its employees. The Southfield Public Schools reserves the right to change any and all of the work schedules and building assignments and to notify the Contractor of such changes.

The Contractor will notify the Southfield Public Schools immediately of conditions which limit hours or decrease the daily work crews, such as illness or injury. In addition, the Contractor will notify the Southfield Public Schools designee in advance of any condition or situation which will affect the performance of the work under this Contract.

A. Absenteeism

Contractor employee absenteeism can significantly and adversely affect the quality of services received by the Southfield Public Schools. The successful Contractor must maintain a pool of trained and qualified substitutes with the required background checks available at short notice to ensure that the Southfield Public Schools is adequately staffed in the event of illness or injury. It is expected the Contractor will always operate with a full complement of staff. On days that are not fully staffed, a deduction will be made against the Contractor's regular invoice for the hourly rate of the employee. The Contractor must also keep track of absenteeism rate. Upon request, this data must be provided to the Southfield Public Schools.

The hours required at each school are listed on the Official Bid Form. Note the hours are subject to change in the event school start and end times change. Currently the work year is 180 days September- June. The calendar for the 2021-2022 school year has not been determined. If the Southfield Public Schools need surpasses those listed, then the Southfield Public Schools will be billed at the extra work rate noted. If the Southfield Public Schools does not utilize the hours as bid, the Southfield Public Schools will receive credit for those hours multiplied by the hourly rate.

If a change of an employee is needed, the successful Contractor is required to inform the building principal and the Operations Manager when there will be a change of employees for absence purposes.

Southfield Public Schools reserves the right to audit payroll records and/or time cards of the Contractor and its employees. The Contractor must have some system in place, such as a phone stamp or other monitoring system, to ensure the employees are on site at the facilities and that the duration of the time indicated matches that noted in the invoice. The Contractor may be asked to provide Certified Payroll by building.

B. Excessive Staff Turnover

The Southfield Board of Education seeks to maintain safe buildings for all students and staff. Hence, these services and high expectations can be provided only by a trained staff with low turnover who receives a fair wage that meets industry standards.

Security Officer positions shall not be subcontracted or re-assigned to other vendor accounts without prior written consent from Operations Manager.

For each instance of staff turnover in security officer positions per school, the District shall be entitled to liquidated damages, but not a penalty or forfeiture, in the amount of one thousand dollars (\$1,000) within the life of the contract if the replacement is not requested by the District. Liquidated damages shall not be assessed during the first 90 days of the date of this Contract.

C. Southfield Public Schools – Contractor Communications and Contractor Liaison

The Contractor shall designate a liaison to be available to communicate with the Southfield Public Schools and Administrators as per all specifications described herein. Any notices or other communication hereunder shall be in writing, shall be hand-delivered or sent via messenger or courier or registered and certified mail, and shall be deemed given when received, when delivered and addressed to each party; the awarded Contractor and the Southfield Public Schools.

D. Provision of Notice

All notices given pursuant to this Contract shall be in writing and may be hand delivered, or shall be deemed delivered when received. If any notice is sent by facsimile, confirmation copies must be sent by mail or hand delivery to the specified address. Either party may from time to time change its Notice Address by written notice to the other party.

E. Southfield Public Schools Obligation of in the Event of Non-Appropriation of Funds

Subject to the State of Michigan funding, and enrollment statistics, the Southfield Public Schools represents that it has adequate funds to meet its obligations under any Contract awarded as a result of this RFP during the current

fiscal year; that it intends to maintain any Contract awarded as a result of this RFP for the full period set forth herein; and that it has no reason to believe that it will not have sufficient funds to enable it to make all payments due hereunder during the said Contract period. However, if adequate funds become unavailable at any time during such Contract period(s) to continue funding for any Contract awarded as a result of this RFP, the Southfield Public Schools' obligations under the Contract(s) will terminate as of the date that the funding expires, without further obligation to the awarded Contractor, except for payment for all services rendered through the date of termination.

F. Management

The Contractor will provide management and clerical staff to coordinate all Contractor functions described in the RFP and Contract. In addition to such other personnel as may be required to administer the Contract, the Contractor shall employ and assign a responsible project manager to act as the Contractor's designee in all matters relating to the Contract and the work performed under the scope of the contract. At a minimum, the Contractor's operations office shall be adequately staffed from 7:00 a.m. until 4:00 p.m. during all days that school is in session. The Contractor agrees to advise the Southfield Public Schools on a mutually agreed upon monthly schedule regarding organization and operations matters concerning security officer services. The Contractor's management and clerical staff is not required to be on site at Southfield Public Schools.

5. Operations

A. Operating Requirements

The Contractor shall provide all security officer services necessary to meet the Southfield Public Schools' needs. Services shall be provided on school days and on other days designated by the Southfield Public Schools.

B. Scheduling

The Contractor will schedule security officers as determined by the Southfield Public Schools' needs, as the same may change from time-to-time.

C. Changes in Established School or Time Schedules

Necessary changes to schedules shall be implemented by the Contractor upon notification by the School District.

D. School Safety Requirements

Southfield Public Schools Philosophy

It is the Southfield Public Schools intent to ensure the safety and comfort of the Southfield Public Schools students and staff, as well as other members of the school community. The Contractor recognizes and agrees to uphold the following general standards for personnel:

- For the protection of students, persons who have contact with students and their families must be of stable personality, good moral character and shall meet or exceed all state mandated certifications. Additionally, all employees shall be conversant in the English language and be able to take direction accordingly.
- The Contractor shall not allow any person to work as a security officer if that person's conduct might in any way expose a child to any impropriety of word or conduct; nor shall the Contractor allow any person to provide security officer services who is not, at any time, in a condition of mental and emotional stability.
- The use of tobacco and the possession or use by any person of alcohol, controlled substances, illegal drugs, firearms, knives, mace, batons, handcuffs, or other weapons are prohibited on school property.
- Inappropriate communication with staff/students is prohibited.

E. Pre-Employment Screening

The Contractor shall develop and implement a pre-employment interview and/or screening program for all candidates for employment who will be on School District property, or in a School District facility. The screening program shall be designed to assist the Contractor in determining the candidates' qualifications for work with students in School District facilities. This procedure must be reviewed and approved in advance by the School

District to ensure compliance with any and all applicable Federal and State laws, rules, ordinances, District policies and regulations and licensing and permitting requirement applicable to providing security officer services contemplated in this Contract, including, but not limited to:

Establishing tests acceptable to, and approved by, the School District that are designed to determine the presence of illegal drugs, controlled substances or alcohol. The Contractor shall conduct random and reasonable suspicion drug and alcohol testing for all safety sensitive employees according to Federal and Michigan law, rules and regulations and District policy. The Contractor shall have a zero tolerance policy for testing positive to drugs and alcohol and shall immediately remove an employee if they refuse to submit to a drug test, tests positive for illegal drugs, controlled substances or alcohol or violates the law, possesses, sells or consumes illegal drugs, controlled substances or alcohol on District property.

Meeting the requirements of the School Safety Initiative Legislation, being MCL 380.1230, 380.1230a, 380.1230c, 380.1230d and 380.1230g.

The Contractor acknowledges and agrees that unless the School District notifies the Contractor that it is not subject to the provisions of Michigan Public Act 84 of 2006, as amended, the Contractor will have any and all of its agents, employees or representatives who will be on any District premises to carry out the Security Officer Services contemplated by the Contract Documents, fingerprinted and subject to criminal history and background checks through the Michigan State Police and Federal Bureau of Investigation, as detailed in Public Act 84 of 2006, as amended, prior to commencing any work under this Contract by presenting themselves, or any of its agents, employees or representatives, for proper fingerprinting and criminal background checks, as directed and requested by the School District, with the assistance of the Contractor, or provide written notification to the School District that the Contractor or its employee(s) has previously completed fingerprinting and a criminal history and background check in connection with contracting or working for another Michigan public school district, intermediate school district, public school academy or non-public school (each an 'Agency') and consents to the sharing or transferring of the appropriate fingerprinting and criminal history background report from the other Agency.

If Contractor wishes to receive a copy of any report, it shall have the employee provide written consent to the School District acknowledging its consent to provide Contractor with a copy of the report at the time of fingerprinting and back-ground checks are initiated. Additionally, unless notified it is not subject to Michigan Public Act 84 of 2006, as amended, the Contractor represents and warrants to the School District that it will at all times during the Initial Term or any Renewal Term of this Contract be in compliance with the provisions of Michigan Public Act 84 of 2006, as amended, including, but not limited to, reporting to the School District within 3 business days of when any of its agents, employees or representatives who will be on the School District's premises to carry out the Security Officer Services contemplated by the Contract Documents, is/are charged with a crime listed in Section 1535a(1) or 1539b(1) of the Revised School Code, being MCL 380.1535a(1) and 380.1539b(1), or a substantially similar law, and to immediately report to the School District if that person is subsequently convicted, plead guilty or plead no contest to that crime.

The Contractor shall indemnify, defend and hold the School District, its employees, Board of Education, and each member thereof, agents and consultants, harmless from and against any and all claims, counter-claims, suits, debts, demands, actions, judgments, liens, liabilities, costs, expenses, including actual attorney's fees and actual expert witness fees, arising out of or in connection with any violation of, or the Contractor's failure to comply with the requirements of Michigan Public Act 84 of 2006, as amended, or this paragraph. The Contractor shall be responsible for all costs and expenses associated with the above-required fingerprinting and background checks. The Contractor shall supply all necessary data and information, as requested by the School District, to enable the School District to properly submit Contractor and its employees and agents for inclusion in the State of Michigan Department of Education's list of 'registered educational personnel.'

6. Credentials and Related Requirements

A. Health Requirements

Security officers must be able to perform all of the essential functions of the job, including, having the ability to, stand and walk for prolonged periods of time without the need for a break or assistance; engage in strenuous physical activity, including running, quickly climbing stairs, pursuing persons on foot, and safely physically restraining persons; as well as, having the ability and willingness to be out-of-doors in all types of Michigan (inclement) weather, including, cold, heat, snow, icy weather, etc., among other functions of the job.

B. Alcohol and Drug Use Prevention

Grounds for Testing

In addition to any and all grounds stated in applicable law authorizing drug and alcohol testing, the Contractor shall conduct or cause to be conducted tests acceptable to the School District that are designed to determine the presence of illegal drugs, controlled substances, or alcohol. Results of such tests shall be released to the School District prior to the beginning of the Contract periodically during the term of the Contract.

The Contractor shall not hire or continue to utilize as a security officer any individual who fails to test negative for illegal drugs, controlled substances or alcohol.

Other Requirements: All Contractor employees must be at least twenty one (21) years of age, be a legal resident of the United States, must be conversant with the English language and meet all other checks as required by law prior to being placed in a position with the Contractor to work in the Southfield Public Schools. All security officers must have a T.B. test before reporting to duty as required by the Southfield Public Schools Board of Education policy. Bonding preferred.

C. Training Requirements

The Contractor shall establish in-service training for development that every security officer, in order to continue providing services, whether permanent, temporary, or substitute, must each year successfully complete. All security officers placed in a Southfield Public School must receive training on and become familiar with the Southfield Public School Student Code of Conduct and the Southfield Public School Crisis Plan before placement in the District. The Contractor must provide the Manager of Operations written evidence that this training has occurred. Security officers placed in the Southfield Public Schools must also receive training in Southfield Public School security camera operation. This training to be coordinated with the Manager of Operations

The Contractor's proposal shall specifically identify the training program to be implemented by the Contractor as an exhibit to the Proposal.

The School District shall be entitled to review or monitor any and all training provided by the Contractor.

D. Contractor's Records and Reporting Requirements

The Contractor shall make available at any time to the Southfield Public Schools all operating records that the Southfield Public Schools may request. Additionally, the Contractor will provide certain regular reports to the Southfield Public Schools as specified in this section and others as mutually agreed on by the Southfield Public Schools and Contractor.

E. Records to be Maintained by the Contractor

1. Operating Records: The Contractor shall maintain, for a minimum of eighteen (18) months daily records showing absenteeism, accident occurrences and building complaints.
2. COVID Response Action Plan: The Contractor shall provide and maintain record of employees who have a confirmed case of COVID -19 or other communicable disease. This information is to be provided to the District's Department of Talent Management for tracking purposes. All confirmed cases are to follow the recommendation as put forth by the Oakland County Health Department.

F. Personnel Records

The Contractor shall maintain records that include documentation of all security officers, management, and support staff compliance with all legal requirements and with all standards and requirements set forth in this Contract.

G. Accident Reports

All accidents, incidents or emergencies (police, fire, EMS) involving Southfield Public Schools students, personnel, or visitors shall be verbally reported to the Southfield Public Schools Operations Manager immediately. A written report shall be submitted to the Southfield Public Schools by the Contractor within one (1) working day. A verbal notification to the building principal of the incident shall be reported immediately.

The Contractor shall provide to the Southfield Public Schools any accident reports obtained from the Michigan State Police or from any other law enforcement agency as soon after the accident as they become available.

H. Keys and Identification

The District shall provide the Contractor with keyless entry fobs and keys for each school. Keys and Key fobs must not be traded between or shared among employees. Notification to the District shall be immediate with the reassignment or termination of any individual who has been assigned a key fob.

Each employee will be required to sign for his/her exterior door keyless entry fob. At no time shall copies be made of any keys issued. If additional copies are needed, the Contractor must obtain keys from the Manager of Operations. There will be a \$50.00 charge for the replacement of any lost or stolen key and a \$20.00 charge for the replacement/re-issuance of exterior key fobs.

I. Lost Keys

All lost building keys or key fobs assigned to the Contractor or to any of the Contractor's employees, (whether interior or exterior keys), must be reported, via the District's lost key report form, to the District's Manager or Operations within 24 hours of discovery of the loss.

J. Re-keying of Locks

If the District deems it necessary to re-key any locks due to inadequate key control/management by the Contractor, the cost will be deducted from the monthly payment. This includes the cost of door core replacement.

K. Security of Keys

The Contractor is prohibited from giving or loaning District building keys or key fobs to anyone for any purpose. The Contractor and its employees are also prohibited from leaving key rings in on desks, or otherwise out of their possession. Each instance of District-observed noncompliance will result in non-compliance penalty of \$50.

L. Termination of Contract

All keys and key fobs assigned to a Contractor's employee shall be returned to the Manager of Operations when the Contractor's employee's services in the assigned school end. All keys and key fobs shall be returned to the Manager of Operations at the termination of this contract.

M. Property Damage and Protection:

The Contractor will be responsible for reporting and paying for any damages to any of the Southfield Public Schools facilities, equipment, and/or contents caused by the Contractor's employee or employees. The Contractor will report, in writing, any damage that occurs.

The Contractor will inform the applicable principal (or in his/her absence, the Southfield Public Schools designee) of any vandalism, evidence of attempts to force entry, and all other damages to any School District property.

N. Contractor's Performance Matrix and Profit

The Contractor's performance will be reviewed collaboratively with the District on a quarterly basis during each contract year. The District will issue a scorecard at the end of each quarter of the contract year based upon the performance metrics outlined herein. The Contractor's Performance Matrix will be used to assess the Contractor's performance when determining the amount of its profit earned. The base contract segregates the Contractor's profit margin from other costs. The profit margin is put into the Performance-Based Compensation tool and can be earned in whole or in part. The Performance-Based Compensation is earned profit and should not in any way be considered a bonus or gift. The Performance-Based Compensation plan addresses those performance evaluation areas that are under the control of the Supplier's management and area viable for evaluation. If, after final quarterly review of each contract year, Supplier receives a cumulative scorecard of 90 percent or better, the Supplier shall be paid the full ¼ of its profit for that quarter. If the Supplier receives a cumulative scorecard rating of less than 90 percent, the Supplier shall be paid less 10 percent of one-third 1/3 profit to be paid that quarter. If the Supplier does not receive a scorecard of 85 percent, the District shall retain the Profit amount owed for the quarter.

Key Performance Indicators to be measured will include;

- a. Customer Service
- b. Security Guard Operations
- c. Incident Response

Quarterly Business Reviews (Contractor Performance) meetings are set forth as follows:

- July through September – by end of November
- October through December – by end of February
- January through March – by end of May
- April through June – by end of August

Feedback to the Contractor for deficiencies will be provided as deficiencies are identified. Deficiencies will be identified verbally and/or in writing. The Contractor will have the opportunity to correct the deficiencies in a timely and responsive manner. The deficiencies will be forwarded to the contact identified by the Contractor.

Before an evaluation period is started, the District may unilaterally modify the applicable criteria or place emphasis on an evaluation area. The Contractor will be notified of these changes in writing prior to the start of the applicable period and the Key Performance Indicators (KPIs) will be modified accordingly. Unless the District gives the Contractor specific written notice of any changes to evaluations areas five (5) days prior to the start of a new evaluation period, the same evaluation criteria and weights listed for preceding period will be used in subsequent periods.

Unearned Performance-Based Compensation for prior evaluation period will not be carried over to subsequent evaluation periods and will not be able to be earned later during the contract period regardless of correction

6. Southfield Public Schools Rights and Responsibilities

A. Discipline of Contractor's Employees

The Contractor shall report to the Southfield Public Schools any incidents of misconduct of their employees and any corrective action taken including discharge. Every security officer shall at all times adhere to the Southfield Public Schools' established policies and the Southfield Public Schools Regulations and Policies as stated in the Southfield Public Schools Board Policy Book.

B. Authority to Approve, to Reject and to Require Removal of Security Officers from Southfield Public Schools Service

The Southfield Public Schools reserves the right to approve or reject for Southfield Public Schools service under this Contract any and all proposed employees, including employees or subcontractors who may be providing security officer services at any time during the term of this Contract. Further, at the request of the Southfield Public Schools, the Contractor shall immediately remove from service to the Southfield Public Schools, any and all employees, whether permanent, substitute or temporary, including all supervisory personnel.

The District reserves the right to request that the Contractor remove any employee from the District Contract for unsatisfactory performance, poor appearance, hygiene, tardiness, attendance, and/or poor behavior. If the District's designee notifies the Contractor in writing that any of the Contractor's employees assigned to Southfield Public Schools is incompetent, disorderly, or otherwise unsatisfactory, as stated above the Contractor will remove such employee within one (1) shift and will not again assign that employee to work in Southfield Public Schools without the written consent of the District's designee.

COST PROPOSAL: OFFICIAL BID FORM

We propose to provide security officer service as specified for:

School	Hours (note hours subject to change)	Days/ Academic year	Estimated # Staff (on duty during hours specified)	Bid Year 1 7/1/21- 6/30/22	Bid Year 2 7/1/22- 6/30/23	Bid Year 3 7/1/23- 6/30/24
Birney K-8 27225 Evergreen Southfield, MI 48075	8:15 am -4:15 pm	180	1.0	\$	\$	\$
Bussey Center 24501 Fredrick 48033	8:00 am- 3:00 pm	180	1.0	\$	\$	\$
Levey Middle School 25300 W. 9 Mile Southfield, MI 48033	8:30 am- 4:30 p.m.	180	1.0	\$	\$	\$
MacArthur K-8 19301 W. 12 Mile Southfield, MI 48076	8:30 am -4:30 pm	180	1.0	\$	\$	\$
Southfield HS for the Arts & Technology 24675 Lahser Southfield, MI 48033	(2) 7:00 am- 3:00 pm (3) 7:30 am-3:30 pm (1) 8:00 am- 4:00pm (1) 8:30 am-4:30 pm (2) 9:00 am-5:00 pm	180	9.0	\$	\$	\$
Southfield Regional Academic Campus 21705 Evergreen Southfield, MI 48075	(2) 7:30 am-3:30 pm (1) 8:00 am- 4:00 pm	180	3.0	\$	\$	\$
Thompson K-8 16300 Lincoln Southfield, MI 48076	8:30 a.m.- 4:30 p.m.	180	1.0	\$	\$	\$
University High School 19301 W. 12 Mile Southfield, MI 48076	(1) 7:40-3:40 (1) 8:15- 4:15	180	2.0	\$	\$	\$
TOTAL			19.0	\$	\$	\$

Note: The School District reserves the right to modify its bell start and end times at which time the Contractor will be notified and asked to adjust schedules of its employees' accordingly.

Hourly charge per security officer for events held after the above standard hours i.e. athletic games, dances, summer school:

\$ _____

Contractor's Profit \$ _____ Year-One Associated with Performance Matrix
(Performance Based
Compensation)

Required Alternate # 1

Cost to supply a performance bond for the **first-year labor cost** of the contract: \$ _____

ACKNOWLEDGEMENTS AND SIGNATURE

The undersigned understands that the Southfield Public Schools reserves the right to reject any and all Proposals and to waive informalities and irregularities in proposing.

The Southfield Public Schools also reserves the right to withhold Proposals for a period of time (120 days) from proposal opening date.

The Southfield Public Schools reserves the right to accept or reject any or all Proposals in whole or in part, or to waive any informality therein. If in the Southfield Public Schools' opinions, it is its best interest, the contract may be awarded to other than the lowest proponent, for reason of establishing uniformity, etc.

If award is made to us under this Proposal, we agree to enter into an Agreement with the Southfield Public Schools to furnish security officer services, in strict accordance with this Proposal.

My signature certifies that the Proposal as submitted complies with all Terms and Conditions as set forth in this RFP.

My signature also certifies that this firm has no business or personal relationships with any other companies or person that could be considered as a conflict of interest or potential conflict of interest to Southfield Public Schools, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relations with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Southfield Public Schools, pertaining to any and all work or services to be performed a result of this request and any resulting contract with Southfield Public Schools.

I hereby certify that I am authorized to sign as a Representative for: _____(Company)

_____ (Authorized Signature)

Name, title, and signature of individual duly authorized to execute contracts:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

REQUIRED AFFIDAVITS, ACKNOWLEDGMENTS AND SIGNATURE OF AUTHORIZED REPRESENTATIVE

Addenda Receipt Acknowledgment

The Proposer acknowledges receipt of the following addenda:

Addendum Number: _____ Dated: _____

Addendum Number: _____ Dated: _____

Addendum Number: _____ Dated: _____

Addendum Number: _____ Dated: _____

References

List five (5) accounts on a separate sheet for which this service is currently being performed by your company, or has been performed within the past three (3) years by your company, and the Owner and/or their representatives we may contact as references. (K-12 Schools preferred). Include contact person and phone number.

Affidavit of Bidder - Familial Relationships Form

The undersigned, the District or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Southfield Public School District (the "School District") advertisement for service bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the bidder(s) or any employee of the School District, and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

_____ **There is no familial relationship that exists** between the owner and any employee of the bidder and any member of the Southfield Public Schools Board of Education or the Superintendent of Southfield Public Schools. (check if none)

Bidder's Firm Name _____

By (Signature) _____

Printed Name & Title _____

Subscribed and sworn to by _____ before me on the _____ day of _____ , _____ .

Signature _____

Printed name _____

Notary public, State of Michigan, County of _____
Acting in the County of _____

Seal:

My commission expires _____

BOARD OF EDUCATION

- Charles A Hicks, *President*
- Darrell B. Joyce, *Vice-President*
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- Yvette Ware-DeVaul, *Trustee*
- Dr. Jennifer Green, *Superintendent*

CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named company (the “Company”), pursuant to the compliance certification requirement provided in the Southfield Public School’s Request For Proposal (the “RFP”), hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by the Southfield Public Schools as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Southfield Public School’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

Name of Company

Name and Title of Authorized Representative

Signature

Date

Affidavit of Proposer – Compliance with School Safety Initiative Legislation

STATE OF MICHIGAN)
) ss
COUNTY OF)

[Insert Name] being first duly sworn, deposes and says he/she is the [Insert Title] of [Insert Company Name], (the "Proposer"), which has submitted to the Southfield Public Schools a Proposal to provide security officer services warrants and represents that any and all persons who will work directly or indirectly for the Proposer, including, but not limited to, Proposer's employees, agents, vendors, subcontractors or consultants, and who will work at or on any School District property, shall at all times be in compliance with MCL 380.1230, 380.1230a, 380.1230c, 380.1230d, and 380.1230g and have not been convicted of any "listed offenses."¹ The Proposer further warrants and represents that all persons who will work directly or indirectly for the Proposer, including, but not limited to, Proposer's employees, agents, vendors, subcontractors or consultants, and who will work at or on any School District property, shall at all times be in compliance with MCL 380.1230, 380.1230a, 380.1230c, 380.1230d, and 380.1230g. In this regard, Proposer agrees, without limitation, to report within three (3) business days to the School District when any such person is charged with a crime listed in Section 1535a(1) of the Revised School Code² or a substantially similar law, and to immediately report to the School District if that person is subsequently convicted, plead guilty or plead no contest to that crime. Proposer further agrees that it will require any and all persons who will work directly or indirectly for the Proposer in the furtherance of this bid to present themselves for fingerprinting to permit criminal history and criminal background checks to satisfy the legal provisions cited in this paragraph. Proposer will bear the full cost of any such fingerprinting.

Affiant's Signature

On this [Day] day of [Month], 2008, before me, a notary public, in and for [Insert County Name] County, personally appeared [Insert Name], who made oath that he/she has read the foregoing Affidavit of Proposer – Non-Collusion, by him/her signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he believes same to be true.

_____, Notary Public
State of Michigan, County of _____
My Commission Expires: _____
Acting in the County of _____

¹ The term listed offenses means those defined in section 2 of the Sex Offenders Registration Act ("SORA"), MCL 28.722.

¹ MCL 380.1535a(1).