

**Southfield Public Schools  
Request for Proposals  
Professional Security Services**

REQUEST FOR PROPOSALS

Southfield Public Schools will accept emailed proposals for Professional Security Services as described within the following specifications.

Under Executive Order 2020-15, Southfield Public Schools is under “minimum basic operations” due to the COVID-19 crisis. Therefore, 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 SERVICES.”**

All Proposals must be received on or before **2:00 p.m. EDT on Thursday, May 28, 2020** (the “Due Date”) at which time the Proposals will be read aloud remotely via WebEx starting at 2:15 p.m. Click [here](#) to see the bid opening or call into 1-415-655-0001 Access code: 470 968 149. Proposals received after the Due Date will not be accepted or considered.

**PROPOSAL FORMS**

All Proposals **MUST** be submitted on the forms provided in this RFP. Also, all Proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the School District and/or any employee of the Contractor and any member of the Board of Education or Superintendent of the Southfield Public Schools. All Proposals must also include the executed form certifying the Contractor’s 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.

**There will be a Virtual pre-bid meeting held at 2:00 p.m. EDT, Tuesday, May 12, 2020. Please click [here](#) to attend the meeting or call into 1-415-655-0001 Access code: 477 462 400.** All bidding documents will be available online at <http://www.southfield k12.org> and clicking on Departments/Purchasing/Request for Proposal.

# 1. GENERAL CONDITIONS

## A. Intent

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

The objective of this Request for Proposal for Professional Security Services (the “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 professional security services and include the proposed pricing for the same.

Southfield Public Schools will select the Proposal, if any that it determines best meets the needs of the School District in its sole and absolute discretion. It is the intent of this RFP process that the Contract will be awarded to the contractor who meets the specifications that have been identified by the Board of Education and will provide the services in the best interests of the School District. Proposals should be submitted on the premise that the Southfield Public Schools intends to Contract for all security 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

Southfield Public Schools will accept emailed proposals for Professional Security Services as described within the following specifications.

Under Executive Order 2020-15, Southfield Public Schools is under “minimum basic operations” due to the COVID-19 crisis. Therefore, 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](mailto:Bids@southfieldk12.org) note in subject line: “**PROPOSAL: PROFESSIONAL SECURITY SERVICES.**”

All Proposals must be received on or before **2:00 p.m. EDT on Thursday, May 28, 2020** (the “Due Date”) at which time the Proposals will be read aloud remotely via WebEx starting at 2:15 p.m. Click [here](#) to see the bid opening or call into 1-415-655-0001 Access code: 470 968 149. Proposals received after the Due Date will not be accepted or considered.

## C. Opening of Proposals

All Proposals must be received on or before **2:00 p.m. EDT on Thursday, May 28, 2020** (the “Due Date”) at which time the Proposals will be read aloud remotely via WebEx starting at 2:15 p.m. Click [here](#) to see the bid opening or call into 1-415-655-0001 Access code: 470 968 149. Proposals received after the Due Date will not be accepted or considered.

#### **D. Process**

The Southfield Public Schools may 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.

#### **E. Proprietary Information**

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

#### **F. Proposal Timeline**

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

Pre-Proposal Conference	2:00 p.m. May 12, 2020
Deadline for written requests for clarifications	2:00 p.m. May 18, 2020
Deadline for Proposals	2:00 p.m. May 28, 2020
Virtual Interviews	June 2020
Proposed Implementation of Contract	July 1, 2020

The Southfield Public Schools reserves the right to modify any part of the above identified schedule.

#### **G. Pre-Proposal Meeting**

**There will be a Virtual pre-bid meeting held at 2:00 p.m. EDT, Tuesday, May 12, 2020. Please click [here](#) to attend the meeting or call into 1-415-655-0001 Access code: 477 462 400.** All bidding documents will be available online at <http://www.southfieldk12.org> and clicking on Departments/Purchasing/Request for Proposal.

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.

#### **H. Additional Requests for Clarification**

Prospective Contractors 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](mailto: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](http://www.southfieldk12.org). The deadline for questions is **2:00 p.m. on May 18, 2020**.

#### **I. Restrictions on Communication**

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

#### **J. Addenda to RFP**

If it becomes necessary to revise any part of the RFP, notice of the revision will be emailed in the form of an addendum to all parties who provided an email address at the Pre-Proposal Meeting and posted on the School District website. All addenda shall become a part of the RFP. Each Contractor should, in its Proposal, acknowledge all addenda which it has received, to avoid any miscommunication. The failure of a Contractor to receive or acknowledge receipt of any addendum shall not relieve the Contractor of the responsibility for complying with the terms thereof. Acknowledgment by the Contractor should consist of sending or replying to an email verifying receipt of the addenda as part of the Proposal.

### **K. RFP/Proposal Information Controlling**

Southfield Public Schools intends that all Contractors have equal access to information relative to the RFP and that the RFP contains adequate information. Each Contractor shall prepare its Proposal based only on the information contained in the RFP, notwithstanding any information that may have been previously provided. A prospective Contractor 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 Contractor, 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.

### **L. 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 Contractors' good faith, to be forfeited as liquidated damages if the Contractor 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 Contractors upon the award of the Contract to a Contractor no later than one (1) week following the Board of Education's approval of a Proposal. Bid bonds in the form of checks to be mailed before bid due date to Southfield Public Schools, attn.: Marc Ingram, 24661 Lahser, Southfield, MI 48033.

### **M. Performance Bond**

The Contractor awarded the Contract may be required to furnish the School District with a satisfactory Performance Bond equal to one year's base bid price. If the Southfield Public Schools accepts this required alternate, the successful Contractor 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 forms. 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 Contractor to fulfill the Contract requirements unfulfilled by the original Contractor.

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.

### **N. Contractor 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.

## **O. 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 Contractor submitting the lowest or best financial Proposal. The Southfield Public Schools reserves the right to request additional information from any or all Contractors and to negotiate with the Contractors concerning their Proposals.

## **P. 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 may not be withdrawn and shall be irrevocable for a minimum period of one-hundred twenty (120) calendar days following the Due Date for receipt of Proposals set forth above.

## **Q. Collusive Bidding**

The Contractor 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.

## **R. Contract**

This is a Request For Proposals only. Proposals will be treated as offers to enter into the Contract attached hereto as **Appendix B**. The School District and successful Contractor shall memorialize their contractual relationship and obligations using the form of Contract attached hereto as **Appendix B**. The Contract contains many details relative to the scope of Services required under this RFP, as well as the terms and conditions under which the respective Services shall be provided by the successful Contractor. The Contract should be reviewed carefully by each Contractor prior to submitting a Proposal. Any exceptions to the terms and conditions contained in the Contract, or any other special considerations or conditions requested or required by the Contractor relative to this RFP or the form of Contract shall be expressly/specifically enumerated by the Contractor and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions cannot be met by, or, in the Contractor's opinion are not applicable to, the Contractor, provided however, that exceptions or special conditions of the Contractor will not be binding upon the School District unless those exceptions or special conditions are expressly accepted by the School District, and incorporated into the final Contract. Following the selection of the successful Contractor by the School District, the Contract will be finalized by the parties. If the School District elects to move forward with only a portion of the Services contemplated herein, or utilize different Contractors to perform the Services, the Contract will be revised accordingly by the School District during the negotiation process. The final Contract shall be subject to the review and approval by the School District's legal counsel and approval of the Board of Education. The information contained in this RFP is provided to assist the Contractor in evaluating the School District and submitting a Proposal, and should neither supplant the terms and conditions of the Contract nor a careful review of the Contract by the Contractor. In the event that a Successful Contractor fails, neglects, or refuses to execute said Contract, including the delivery of all required Certificates Of Insurance, within ten (10) business days after the mailing of said Contract at the address given on the Proposal, then Southfield Public Schools may, at its option, terminate and cancel its action in awarding said Contract to the Contractor. Upon such termination, the Contract shall become null and void and of no effect. Southfield Public Schools will subsequently be free to reconsider other Proposals or solicit new Proposals.

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

The Contractor shall comply with all applicable 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

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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, use of tobacco 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.

#### **W. Covenant Against Contingent Fees**

The Contractor warrants that no person or agency has been employed or retained to solicit or obtain the 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 the 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.

## **2. PROPOSAL REQUIREMENTS**

This portion of the RFP outlines the information that must be provided by each Contractor 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 Contractor's overall qualifications. Each Proposal may also include any other information that the Contractor 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 Contractor shall be enumerated by the Contractor 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 Contractors' Pricing Schedule provided.

#### **A. Proposal Format**

Included with this RFP are Required Response Forms. Additionally, there are several schedules that Contractors 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**

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

#### **C. Additional Proposal Requirements: Background & Qualifications**

1. Contractors must provide background information and the qualifications of Contractor's personnel who would be involved with the Southfield Public Schools.
2. Describe the chain of command and reporting relationships. Include a proposed organizational chart.
3. Contractors must provide a minimum of five (5) references, (K-12 school preferred) including contact name, address, phone number, and email address.
4. Contractors must provide a sworn and notarized Familial Disclosure Affidavit and Certification of Compliance Iran Economics Sanction Act.
5. Contractors must provide a staff continuity plan showing expected turnover rates for staff and how

6. 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. Contractors 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 Contractor'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. Contractors shall provide evidence of ability to provide adequate insurance coverage to protect the interests of themselves and the Southfield Public Schools.
9. Contractors 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. Contractors 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. Contractors must provide a Bid Bond in the amount equal to five (5) percent of the first year total amount of the Contract.

#### **D. Oral Interview**

The Southfield Public Schools may 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 Contractor's contact person, as listed in the Proposal. As per the RFP timeline, interviews are anticipated to be scheduled in April.

#### **E. Evaluation of Proposals**

Each Contractor 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 Contractor 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 Contractor 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. Contractor'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 2019-2020 school year is 5,510. Current year security officer contract budget is \$588,000.

#### **B. Scope of Services**

The District is seeking a Contractor to provide Professional Security Services for a period of three (3) years to begin July 1, 2020 through June 30, 2023.

Contractor to provide Security Officer services at the following eight (8) School District facilities: (1) Southfield High School for the Arts & Technology; (2) Southfield Regional Academic Campus; (3) Birney K-8 School; (4) Levey Middle School; (5) MacArthur K-8 University Academy; (6) Thompson K-8, (7) Bussey Center; and (8) University High School.

Contractor to provide a consistent staff plan for each Facility so that they become familiar with the students, staff police liaison officers and school administration. It is of upmost importance to the District that the Security Officers work cooperatively with school administration and police liaison officers. Please see **Appendix A** for the expected scope of services of the Professional Security Services.

The costs and fees for the Professional Security 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**

Proposal pricing for Professional Security Services shall be based upon 180 days of normal service during the entire school year. Proposal pricing shall be based upon the levels of staffing requested on the Pricing Form. In the event the regular school calendar is adjusted the regular service days for Services will be adjusted accordingly. Additional services may be required during the months of June, July and August for summer school. Summer school for the summer of 2020 is anticipated to operate Monday - Thursday June 27- August 1, 2020. This may change due to COVID-19. The 2019-2020 calendar is included in **Appendix A**. The 2020-2021 calendar has not yet been determined. The Contractor shall assume similar levels of Services would occur over the life of the Contract. In the event of emergency school closure due to power outage, snow, etc. Services will not be needed and the cost will be deducted from the invoice. Services will be needed for after hour school functions including athletic games, dances, plays and graduation. Some of these events occur on weekends. These additional services will be billed at an hourly rate.

### **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 an 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 modify the scope and/or frequency of the services and to modify the School District facilities which are subject to the Services by notifying the Contractor of such changes.

The Contractor will notify the Southfield Public Schools immediately of conditions which limit hours or decrease the designated daily scope or frequency of Services, 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.

**PROPOSAL FORM**

We propose to provide security officer service as specified for:

School	Hours (note hours subject to change)	Days/ Academic year	# Staff (on duty during hours specified)	Bid Year 1 7/1/20- 6/30/21	Bid Year 2 7/1/21- 6/30/22	Bid Year 3 7/1/22- 6/30/23
Birney K-8 27225 Evergreen Southfield, MI 48075	8:15 am -4:15 pm	180	2	\$	\$	\$
Bussey Center 24501 Fredrick Southfield, MI 48033	8:30 am -4:30 pm	180	1	\$	\$	\$
Levey Middle School 25300 W. 9 Mile Southfield, MI 48033	8:30 am- 4:30 p.m.	180	1	\$	\$	\$
MacArthur K-8 19301 W. 12 Mile Southfield, MI 48076	8:30 am -4:30 pm	180	1	\$	\$	\$
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	8	\$	\$	\$
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	\$	\$	\$
Thompson K-8 16300 Lincoln Southfield, MI 48076	8:30 a.m.- 4:30 p.m.	180	1	\$	\$	\$
University High School 19301 W. 12 Mile Southfield, MI 48076	(1) 7:40-3:40 (1) 8:15- 4:15	180	2	\$	\$	\$
<b>TOTAL</b>			19	\$	\$	\$

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

\$ \_\_\_\_\_

**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' opinion 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:

\_\_\_\_\_ (Contractor)

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 Contractor acknowledges receipt of the following addenda:

Addendum Number: \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Dated: \_\_\_\_\_

**References**

List five (5) accounts 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)

<b>Contractor Reference #1</b>	
Account Name:	
Contact Name:	
Contact Phone Number:	
Date of Service Initiation:	
Services Provided:	

<b>Contractor Reference #2</b>	
Account Name:	
Contact Name:	
Contact Phone Number:	
Date of Service Initiation:	
Services Provided:	

<b>Contractor Reference #3</b>	
Account Name:	
Contact Name:	
Contact Phone Number:	
Date of Service Initiation:	
Services Provided:	

<b>Contractor Reference #4</b>	
Account Name:	
Contact Name:	
Contact Phone Number:	
Date of Service Initiation:	
Services Provided:	

<b>Contractor Reference #5</b>	
Account Name:	
Contact Name:	
Contact Phone Number:	
Date of Service Initiation:	
Services Provided:	

**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
- Leslie L. Smith-Thomas, Secretary
- Betty C. Robinson, Treasurer
- Michael M. Poole, Trustee
- Yolanda Smith Charles, Trustee
- Talisha Rice, 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