

REQUEST FOR PROPOSAL

June 30, 2022

FRANCIS HOWELL SCHOOL DISTRICT

Security Services

PROPOSAL DUE NO LATER THAN: **10:00 a.m. CST, on Thursday, July 21, 2022**

FOR MORE INFORMATION CONTACT JOHN KLEIN AT john.klein@fhdschools.org

This inquiry implies no obligation on the part of the Francis Howell School District.

The Francis Howell School District reserves the right to reject any or all bids and accept that bid which appears to be in the best interest of the school district. The district reserves the right to waive any informalities, or reject any or all bids or any part of any bid. Any bid received after the time and date specified above shall not be considered.

Bidders are cautioned that the quoted goods and/or services must be provided at the price submitted. No increase in price will be permitted pending acceptance or rejection of the bid. All bids shall be deemed final, and no bid shall be subject to correction or amendment for error or miscalculation.

Purchases made by the Francis Howell School District are not subject to state or local taxes or federal excise taxes. The official state tax exemption letter shall be furnished upon request.

All labor is to be paid at “prevailing wage rates” in accordance with Prevailing Wage Order #28, or the most recent version thereof. The Current Annual Wage Order is available at <https://labor.mo.gov/prevailing-wage>.

All bidders are encouraged to use workers on the projects that are trained and skilled in their respective field, evidenced by having completed or being currently enrolled in a training program or apprenticeship program, to provide the District with the most qualified workers to complete projects.

All persons employed by outside vendors/contractors will be required to successfully undergo a criminal records and a clear check of the Child Abuse/Neglect Registry. Such background checks will be performed at the vendors/contractors’ expense and will, upon request, be shared with the District.

In the event no funds or insufficient funds are appropriated and budgeted for this service, the district shall, not less than sixty (60) days prior to the end of a fiscal period, in writing, notify the company to terminate the contract.

INDEPENDENT CONTRACTOR

It is expressly agreed between the Contractor and the District that the Contractor will act as an independent contractor in the performance of its duties under this Contract and under no circumstances shall any of the employees of one party be deemed the employees of the other for any purpose. It is understood that the Contractor is an independent contractor and not an officer, agent or employee of the District while engaged in carrying out and complying with any of the terms and conditions of the Contract. Accordingly, Contractor shall meet all of its obligations and responsibilities for payment of all taxes including federal, state and local taxes

arising out of Contractor's activities in accordance with this Contract, including by way of illustration but not limitation, federal and state income tax, social security tax, unemployment insurance taxes, workers' compensation insurance and any other taxes or business license or permits fees as required. This Contract shall not be construed as authority for Contractor to act for the District or for the District to act for the Contractor in any agency or other capacity or to make commitments of any kind for the account of, or on behalf of, the other party, and no partnership or joint venture is created hereby between Contractor and the District. Neither the Contractor nor its employees or agents shall be entitled to participate in any plans, arrangements, or distributions by the District pertaining to or in connection with any fringe, pension, bonus, profit sharing, or similar benefits, or any medical, dental, life or disability insurance plans. Further, the District will not withhold or pay any state, federal or local taxes, FICA, FUTA, insurance or workers' compensation insurance for Contractor or its employees, and Contractor will indemnify, defend and hold the District harmless for the payment of such sums, interest, penalties, or cost of collection of same, including reasonable attorney fees. No tenure or other rights/benefits typically arising out of an employee-employer relationship shall arise out of this Contract in favor of Contractor, its employees or agents.

INVITATION

The Francis Howell School District (“School District”) is soliciting proposals from qualified vendors (“Respondents”) to provide secure on-site document-destruction services (“Services”), as described in this Request for Proposals (“RFP”). The response to this RFP (a “Proposal”) should serve as a complete approach to providing the Services. The objective is for Respondents to submit sufficient information to allow the School District to select one or more Respondents to provide the Services on a non-exclusive basis and to enter into one or more contracts for a three-year period with two potential annual renewals. The selected Respondent(s) will be expected to enter into a Master Service School District consistent with the terms of this RFP.

Submission requirements and deadlines are RFP:

- Questions regarding RFP requirements must be received by John Klein, Director of Facilities and Operations, in writing at john.klein@fhdschools.org by **12:00 PM CST on Monday, July 18, 2022**. No phone calls or in person visits will be accepted.
- **Proposals must be received by 10:00 a.m. CST, on Thursday, July 21, 2022.** Late Proposals will not be accepted.

SELECTION SCHEDULE /KEY DATES

The solicitation and selection process include the following steps and schedule:

Publication and distribution of RFP:	Thursday, June 30, 2022
Question submission deadline:	Monday, July 18, 2022 (12:00 p.m. CST)
Responses to questions posted (anticipated):	3:00 p.m. CST on Monday, July 18, 2022
Proposal submission deadline:	Thursday, July 21, 2022, (10:00 a.m. CST)
Review period (anticipated):	1 week
Interviews (if any) (anticipated):	August 1-5, 2022
Selection (anticipated):	Friday, August 19, 2022
Respondent submits insurance and other required documentation:	Within ten (10) calendar days of Notice of Intent to Award
Execute contract (anticipated):	Thursday, September 1, 2022

The School District reserves the right to modify this schedule as needed. Date for responses to questions and dates after the submission deadline are anticipated dates; modifications of those will not be posted.

QUALIFICATIONS OF BIDDERS REQUIRED INFORMATION

Please provide:

A. Capabilities Proposal

We encourage you, in your proposal, to tell us about your company and how you would, if selected, prepare for and handle the Security obligations. Certain subjects are of particular importance to us and we request a detailed outline as to how you would address the items listed below. Please do not feel restricted to these items, as we wish to know as much as possible about your company and its operation.

1. **Quality Control** - How do you intend to control and report on the quality of service?
 2. **Training** - Outline your security training program, including all training required to meet contract requirements. What ongoing training programs does your company use for on-site personnel and how is it applied?
 3. **Management and Account Supervision** - What is your company philosophy on management? How would you approach account supervision for this specific job?
 4. **Personnel** - How do you attract and retain your hourly employees?
 5. **Employee Benefits** - Outline what benefit programs your company provides for your employees.
 6. **Additional Services** - What additional services can your organization provide?
 7. **Technology** - Please outline any technology your company can provide?
 8. **Reporting** - What types of reports can we expect from your company?
 9. **Post Orders** - Please provide a sample copy currently implemented at an existing account.
 10. **Incentives** -What types of incentives do you recommend offering employees to improve baseline performance?
- B. A list of current public education references utilizing your services, minimum of two references. References should be similar in size and have similar requirements to those of the three Francis Howell School District's High Schools (3locations with each having approximately 1,300 students). Include the name of an individual to contact, along with email and telephone number.
- C. A transition plan, if applicable, including any special provisions and support planned for the transition of service.
- D. Any other information that will help the Francis Howell School District in assessing the quality of service provided by your company.

- E. A copy of the Contractor’s business license for the State of Missouri and within St. Charles County, Missouri.

GENERAL INFORMATION

A. Staffing Requirements

1. Dates:
 - Instructional Days (approximately 169 school days) see attached 2022-2023 Academic Calendar.
2. Hours:
 - Monday-Friday hours from 7:00 a.m. - 3:00 p.m.
 - Lead Officer: 7:00 a.m. – 3:00 p.m.
 - One (1) Security Officer: 7:15 a.m. – 3:15 p.m.
 - One (1) Security Officer: 8:00 a.m-4:00p.m.
 - Each security officer will have an 8-hour day, with the expectation that breaks and a 30-minute lunch will be paid, provided the officer stays “on-radio” and on property, available to respond as needed.
 - Officers are not permitted to leave the premises for lunch.
3. Number of Officers per high school location (may vary in need for each location but listed below are the minimums):
 - One (1) officer designated as Lead Security Officer with a minimum of five (5) years of experience as a school security officer.
 - Two (2) additional security officers performing roving duties with a minimum of two (2) years of experience as a school security officer.

4. Locations for service:

Francis Howell High School
7001 Highway 94 South
St. Charles, MO 63304

Francis Howell Central High School
5199 Highway N
Cottleville, MO 63304

Francis Howell North High School
2549 Hackmann Road
St. Charles, MO 63303

Francis Howell Union Program
801 Corporate Centre Drive
O’Fallon, MO 63368

The above are the primary sites of need. Francis Howell School District may elect to ask for additional officers for special needs and events within the District.

B. Job Descriptions:

Francis Howell School District reserves the right to add to the Security Officer duties as deemed necessary.

1. All Officers

- Assist in maintaining a safe and secure school environment.
- Respond to and provide assistance in security-related situations in conformance with common sense and good judgement and in keeping with Francis Howell School District policies and procedures.
- Monitor and enforce access control procedures for sites, including identification of personnel, visitor check-in/out, vehicle registration, etc..
- Control entry and exits to the school and vital areas in accordance with school expectations.
- Use reasonable effort to deter persons observed attempting to or gaining unauthorized access to the property.
- Respond to suspicious incidents and complete appropriate reports.
- Assist with traffic control.
- Minimize congestion, control disruptions, and reduce safety risks related to crowded areas.
- Patrol for safety discrepancies or student infractions.
- Assist administrators as a witness during student searches or investigations.
- Cooperate with and assist law enforcement agencies in connection with school business.
- Perform any other security services as may be set forth in contractor's special orders from time to time agreed to by both parties.

2. Lead Security Officer

- Assist the site Principals (Francis Howell School District) with the management, training and professional development of the security team.
- Serve as liaison to Contractor for attaining uniform items, training resources, incident report forms, professional certification allocation and employee evaluation reporting.
- Work with the site Principals (Francis Howell School District) to prepare schedules for security personnel for regular school days, staff and student assemblies, student testing and special events.
- Collaborate with site Principals and FHSD Safety Manager in identifying security risks, and assigning coverage areas/objectives for security team during emergency, fire and tornado drills.
- Communicate with security personnel about expected visitors, upcoming drills, modified bell schedules, and current events that may affect normal security activities.

- Prepare and evaluates daily activity reports (DAR) and sends monthly, semester and annual data to the site Principals and FHSD Safety Manager for evaluation.
- Perform duties of roving officers as needed.

3. Security Officers - Roving

- Patrol the interior and exterior areas of assigned school for safety discrepancies or student infractions.
- Redirect students out of compliance with the rules according to the annual High School Student and Parent Handbook. Examples include:
 - In the hallway during a class period without an appropriate pass.
 - Students inside a restroom each time it is passed. Male guards check male restrooms. Female guards check female restrooms. If there is an emergency in a restroom of the opposite gender, announce that a male/female security officer is coming in, and enter to assist.
 - Examples of an emergency would be: a physical altercation, medical emergencies. All other issues can wait for the appropriate gender officer to arrive or for the students to exit the restroom. Officers may wait outside restrooms for students to exit.
 - Monitor the cafeteria and common areas of the school building to minimize congestion, control disruptions, and reduce safety risks related to crowded areas.
 - Observe and respond to potential risky behavior that could escalate into verbal or physical altercation
 - Escort students to the main office, as directed by staff and administration
 - Document infractions using DRP, and disruptions caused by students in classrooms, hallways, or common areas.
 - Monitor parking lots of Francis Howell School District High School properties for parking discrepancies and safety concerns.

C. General Guidelines:

- Be professional at all times. Treat staff, students and visitors with respect.
- There is no smoking on school property. This includes students, staff and visitors. Students found smoking should be escorted to their house office and document the event on a discipline referral.
- Be attentive to any graffiti found in your area and report that to Security Supervisor to be photographed and removed.
- Don't consume food or beverages while patrolling.
- Immediately report any situation you believe to be a safety issue to site Principals
- Keep your hands-off students unless it becomes necessary to protect yourself or others. Only use the force necessary to control the situation.
- Be attentive to your surroundings. Be very aware of students gathering in one place and move them along.
- Keep your ears tuned in to conversations and report anything you hear that seems out of the ordinary.
(Fights being planned, drugs being used, sold, parties being planned, abuse by parent or guardian, etc.) Report anything out of the ordinary immediately to Security Supervisor, who will notify the appropriate house office to make the necessary contacts.
- Don't become involved in a verbal altercation with students.
- Don't use abusive language towards anyone.
- Avoid becoming too friendly with students. Do not engage in personal conversations with students.
- Do not accept or give anything to students.
- Students found fighting should be separated. Do not get between the combatants. If you need to physically separate them, do it from behind them. Take the students to separate house offices.
- Don't accept deliveries for students or staff.
- Don't become involved in a relationship with any student.
- Work with each other as a team.
- Assist one another when necessary and do not step over another security officer's authority.
- Do not counsel students. If they need counseling direct them to their guidance counselors.
- Stay out of main offices unless called there or escorting a student there. Once arriving at a main office advise the secretary of the issue and leave. Only stay if is requested by the Principal, or the secretary.
- Be in your assigned area.
- Don't fail to assist a staff member whether you're on the way to lunch or not.
- Don't become involved with rumors. If any security officer has a concern he/she should immediately bring that concern to the attention of Security Supervisor.
- Don't discuss any security issues with staff or students.

- Don't discuss your opinions with Principals, staff or students. If you have an opinion regarding security you should discuss that opinion with your Supervisor.
- Don't criticize principals regarding discipline assigned to a student. Discipline assigned is of no concern to security.
- Don't discuss religious beliefs while on duty.
- Don't talk on a cell phone while patrolling. This includes texting. If you must take an emergency call, go to the main office.
- Think about what you want to say on the radio before you say it.
- Unless there is an emergency, wait for other radio conversations to finish before starting one.

Scope of Work

A. General Conditions and Requirements

1. Service Contractor shall ensure that its employees are familiar with, trained in and abide by all manuals, protocols and procedures determined by the Francis Howell School District as necessary to perform the services as set forth in the Contract.
2. Francis Howell School District has the right to require Service Contractor to remove from its work force assigned to this contract any employees deemed incompetent, careless, or otherwise objectionable, or whose actions are deemed contrary to public interest or inconsistent with the best interest of the Francis Howell School District.
3. All service contractors' employees shall be physically qualified to perform assignments, neat and clean in appearance, and free of communicable diseases.
4. Service contractor shall provide an emergency phone number in order to be notified of any problems in performance of the service agreement.
5. The contractor, at its expense shall take every precaution for the safety of its employees and the property in the progress of work. Service contractor shall take all necessary precautions to conduct its work in a safe manner so as to prevent injury to persons and/or damage to the property.
6. Service contractor shall provide all necessary supervision and upon request conduct an inspection with the Francis Howell School District Safety Manager to ascertain compliance with the provisions of this contract.
7. Service contractor shall maintain detailed accounts as to substantiate billing rendered under the provisions of this Agreement. Francis Howell School District shall be afforded access at reasonable times to service contractor's books, records, correspondence, instructions, receipts, etc., related to billing.

8. Service Contractor shall provide its employees with uniforms, which are to be worn at all times while on building premises. Uniforms are subject to the standards of the Francis Howell School District.
9. Contractor, its officers and employees and all others acting under its direction and control, shall be duly licensed and will obtain all necessary permits to perform services by the State of Missouri, St. Charles County and any other municipality as deemed appropriate.
10. Successful vendor will participate and contribute to DESE/State of Missouri required background checks for each employee assigned to the Francis Howell School District. Successful vendor will furnish the Francis Howell School District Director of HR and Safety Manager a monthly recap for officers worked, total hours worked and the total contributions made on each employee's behalf. Including a copy of the DESE/State Required background check as required by FHSD policies and regulations.

Evaluation Criteria

Each respondent will be evaluated based upon the following criteria below. The highest scoring respondent(s) may be awarded a contract, but the Francis Howell School District Board of Education reserves the right to choose any contractor deemed as the best overall value for the needs of the Francis Howell School District.

Criteria	Points Available
1. Qualifications (corporate)	
A. Experience	15
B. Financial Stability	10
C. Locally owned/operated	35
2. Personnel	
A. Supervisor-Contract Coordinator/Liaison (corporate)	
1. Qualifications	15
2. Experience of Supervisors	15
3. Amount of supervision committed to this project	20
B. Lead Roving Security Guard	
1. Qualifications	15
2. Experience	20
C. Lead Roving Security Guard	
1. Qualifications	15
2. Experience	20
D. Employee Retention	40
E. Recruitment of employees from St. Charles County	20
3. Price-Value	70
Total	310

BID SUBMISSION FORM

Name of Contractor: _____

Contact Person: _____

Company Address: _____

Email Address: _____

Telephone Number: _____

Tax Identification Number: _____

Year 1

Quantity of Officers	Officer Classification	Billed Hourly Rate per Officer	Daily Hours	No. of Days	Annual Cost
1	Lead	\$	8.0	180	\$
2	Roving	\$	8.0	180	\$
Total Annual Bid Price:					\$

Year 2

Quantity of Officers	Officer Classification	Billed Hourly Rate per Officer	Daily Hours	No. of Days	Annual Cost
1	Lead	\$	8.0	180	\$
2	Roving	\$	8.0	180	\$
Total Annual Bid Price:					\$

Year 3

Quantity of Officers	Officer Classification	Billed Hourly Rate per Officer	Daily Hours	No. of Days	Annual Cost
1	Lead	\$	8.0	180	\$
2	Roving	\$	8.0	180	\$
Total Annual Bid Price:					\$

Year 4

Quantity of Officers	Officer Classification	Billed Hourly Rate per Officer	Daily Hours	No. of Days	Annual Cost
1	Lead	\$	8.0	180	\$
2	Roving	\$	8.0	180	\$
Total Annual Bid Price:					\$

Year 5

Quantity of Officers	Officer Classification	Billed Hourly Rate per Officer	Daily Hours	No. of Days	Annual Cost
1	Lead	\$	8.0	180	\$
2	Roving	\$	8.0	180	\$
Total Annual Bid Price:					\$

The undersigned:

1. Is fully acquainted with and understands completely the scope of services covered by this Request for Proposal.
2. Has examined all factors and conditions affecting, or which may be affected by the work, their various parts and elements. The bid price includes all of the Contractor's costs associated with the Contractor's strict adherence to this entire Request for Proposal.
3. Successful bidder agrees to execute contract within fifteen days of notification of award of bid.
4. Agrees:
 - a. To hold the Bid open and the Bid Price firm for ninety (90) calendar days from its submittal date.
 - b. To accomplish all work for the sum of money outlined on Bid Submission Form for the duration of the Agreement, including renewal terms.
 - c. To perform the work in conformance with the services and requirements listed in this Request for Proposal.
 - d. Bidder acknowledges and agrees that the Francis Howell School District may, at its sole discretion, increase or decrease the number of security personnel required or their hours worked. Francis Howell School District may also adjust the number of instructional days (approximately 169). Contractor expressly acknowledges and agrees that Contractor shall be paid only for the hours worked by its security personnel at the hourly rate established in the bid accepted by Francis Howell School District.
5. Confidentiality:
The undersigned understands that the contents of this Request for Proposal are solely for the use of the Francis Howell School District. They are not to be disclosed or used by any other person without prior authorization.

We have hereby submitted our bid:

Printed Name: Signature: _____

Title: _____

Date: _____