



155 Bardin Road • Salinas, California 93905
Phone (831) 753-5700 x 4401 Fax (831) 753-5784

**Notice to Bidders
Request for Proposals**

**SECURITY SERVICES
RFP# 2024-2025-012**

**Due: 4:30 PM PST: May 23th, 2024
(District clock is the official time)**

The Alisal Union School District (“District”) hereby invites qualified security service providers to submit proposals (“Proposals”) for procurement of elevator services to the District.

Proposals should be submitted in the manner prescribed in this Request for Proposals (“RFP”). All required forms and submissions requirements are included in this RFP or attached to it. Each person or entity that submits a Proposal to the District in response to this RFP shall be designated as a “Vendor.”

I. Background

The safety and security of the District’s students, staff, and its facilities are of the utmost importance to, and is a primary objective of, the District. The District issues this RFP to solicit Proposals for a qualified security contractor to provide security guards and security response services to facilitate and achieve the District’s objective. Through this RFP, the District seeks to identify a single vendor that can provide security services to the District. The District includes 13 schools and 6 non-instructional sites, and approximately 9000 students and 700 staff. The District is looking for a security service contract of three (3) years with the option of a one (1) year extension.

The agreement to be signed by the parties shall use the form attached as *Exhibit E* to this RFP. The hourly rates and not-to-exceed fee proposed by Vendor shall fully compensate Vendor for all of its costs and obligations under the agreement. Vendor must be within a 35 mile radius of the Alisal Union School District.

II. Timeline/Schedule of Events

The following are key dates for this RFP. The District is committed to adhering to this schedule, but reserves the right to make modifications.

- A. Release RFP: April 29, 2024
- B. Facility Examination: May 7, 2024
- C. Vendor Questions Due: 4:00 PM Pacific Standard Time (“PST”) May 8, 2024
- D. Proposals Due: 4:30 PM PST May 15, 2024, (District Clock is the official Time)
- E. Vendor Selection/Staff Recommendation to Board: May 23, 2024
- F. Contract with selected Vendor signed pending passage of District budget and approval by District Governing Board on June 5, 2024
- G. Governing Board vote to approve or reject contract with Vendor: June 5, 2024

III. Services to be Provided

The successful Vendor for security services must provide all services to be identified in a future agreement for security guard and security response services and/or other contract documents mutually agreed to by the District and the successful Vendor including, but not limited to, the items listed below for security services.

Intrusion and Fire Alarm - First Response: Vendor will provide intrusion and fire alarm services, on a first response basis, to District facilities as notified by District staff or its alarm service provider. Vendor’s response time for first response services shall be no more than 15 minutes from Vendor’s notification of the District’s need for first response services.

Armed and/or Unarmed Guard Service: Vendor will provide armed and/or unarmed security guard service on an as-needed basis to patrol and monitor District’s facilities before, during and after school and business hours, and during District events, such as sporting events and graduation ceremonies. Roving armed and/or unarmed security guards may be required to patrol on foot or by vehicle. In connection with all services, Vendor shall provide its own vehicles and equipment including, for armed guards, their own weapon and firearm permit licenses. An armed guard may be part of a security force that includes city police, other qualified safety members, police reserves, or a District school resource officer approved by the District. For roving security guard schedule, see attachment; *Exhibit C*

Reporting: Vendor will investigate all intrusions and incidents; make telephone contact with District representatives; write or email a brief, descriptive report for the designated school official; and write or prepare reports or other documents for the notification of persons other than school officials, such as law enforcement and District’s insurance carriers, depending on the intrusion or incident.

District's Sites/Facilities:

- See Attachments; *Exhibit C and D*

IV. Format and Content of Proposal

Each Vendor's Proposal should be clear, concise, complete, well organized, and demonstrate the Vendor's qualifications, ideas, and ability to meet the expectations outlined in this RFP.

Proposals should be organized into the following major sections and provide sufficient detail for the District to make an informed decision and comparison of Proposals. Additional information such as marketing brochures and promotional materials may be included but should be at the end of the Proposal in an appendix.

- A. Proposal Cover. Include the RFP's title and Proposal due date, the name, address, fax number, and the telephone number of Vendor.
- B. Table of Contents. Include complete and clear listings of headings and pages to allow easy reference to key information.
- C. Cover Letter. The cover letter should be signed by a person with authority to act on behalf of and bind the Vendor, and should indicate the Vendor's interest in entering into a contract with the District. The cover letter should also include general information about Vendor's firm, including at least the following:
 1. number of employees;
 2. years in business;
 3. name(s) of owners(s);
 4. assurance and evidence of Vendor's certification, licensure, and/or other qualifications for the provision of security services;
 5. home office location;
 6. local office location (if different); and
 7. Proposed team member(s) or direct contact.
 8. All hourly rates and fees for services required by the RFP and the agreement, including but not limited to alarm call responses, guard services, and reporting services; plus an annual not-to-exceed price for such services over the term of the contract.
- D. Summary of Proposal. Provide a brief summary of the Proposal, in narrative or outline form, not to exceed 3 pages. Please describe your approach and methods for carrying out the security services. Please specifically discuss your company's unique qualifications to

provide security services, including your experience providing high-quality, effective, and safe security services to schools or school districts.

E. Body of Proposal. In order to be responsive to this RFP, Proposals must address all of the duties of a Vendor set forth in this RFP. To the extent the following matters are not addressed in those explanations, the Proposal should also address the following:

1. Experience

- i. Vendor's experience providing security services to school facilities.
- ii. Vendor's specific experience providing security services in situations or circumstances involving students, minors, and the general public.

2. Hiring Requirements/Process

- i. Vendor's specific requirements for the hiring of employees or any persons or entities that provide security services through Vendor, including first response services and armed and unarmed security guard services.
- ii. Vendor's process for hiring employees or any persons or entities that provide security services through Vendor, including background checks or other methods of screening such persons or entities.

3. References - Provide at least three present or past clients the District may contact for reference purposes. Be sure to include the contact person who was directly responsible for overseeing the security services provided, and include the name of the client/agency, contact information (name, phone number and/or email address) and the dates the services were provided.

VI. Additional Materials.

In addition to the foregoing, a complete Proposal shall include:

- A. Contract. After receipt of the proposals in response to the RFP, the District may enter negotiations with one or more of the Vendors regarding the contract price. The terms of the agreement other than the not-to-exceed amount, contract term, and scope of services are not negotiable.
- B. Insurance. Proposals must include a letter from your insurance company indicating Vendor's ability to provide insurance. Vendor will be required to obtain, in addition to any other insurance coverage required under the contract between District and the

successful Vendor, a comprehensive general liability policy for not less than the following limits: personal insurance (\$1,000,000.00 each occurrence) and property damage (\$1,000,000.00 each occurrence).

- C. Acknowledgement of Amendments (Exhibit A). Proposals must include an executed form of Exhibit A.
- D. Vendor Representation and Certification (Exhibit B). Proposals must include an executed form of Exhibit B.

VII. Examination of Facilities.

Any Vendor may participate to inspect District's sites on **May 7, 2024 at 10:00 AM** at which security services may be provided by reporting to as follows:

George Anzo
Director of MOTS
Alisal Union School District
427 Bardin Rd. Salinas Ca. 93905
(831) 753-5700 EXT. 4551

VIII. Suggested Enhancements.

The Vendor may, but shall not be required to, propose additional suggested enhancements beyond the scope of this RFP as part of its Proposal. However, Proposals should clearly indicate any elements of the Proposal that are suggested enhancements. Selection of any Proposal by the District shall not obligate the District to purchase any suggested enhancements included in that Proposal.

IX. Questions & Addendums.

All questions regarding this RFP shall be submitted no later than **4:00 PM PST May 8th, 2024** to the District employee designated below.

George Anzo
MOTS Director
Alisal Union School District
george.anzo@alisal.org

Answers to all questions shall be provided to all Vendors as a numbered addendums. In order to receive such addendums, each Vendor intending to make a Proposal in response to this RFP is requested to designate, no later than May 8, 2024, an email address or fax number to which such addendums should be sent, by method for providing District with contact info, e.g., e-mail and/or fax number etc. The District is not responsible for ensuring that addendums are received

by any person or entity not providing a valid email address or fax number for receipt of such amendments.

District may, at its sole discretion, issue an amendment to this RFP at any time prior to the Deadline for submissions (defined below), if necessary to revise any part of this RFP or to provide clarification or additional information after the date of issuance of the RFP. All addendum issued shall become part of this RFP.

The District shall attempt to issue all amendments, if any, prior to May 10, 2024, but may issue amendments after that date if necessary. Each Vendor shall designate a person to receive any amendments and provide his or her contact information. The District is not responsible for ensuring that amendments are received by any person or entity not providing a valid email address for receipt of such amendments. Each Vendor is required to acknowledge receipt of any amendments issued to this RFP by completing Exhibit B and attaching it to the Vendor's Proposal.

X. Submission of Proposal.

- A. Proposals may be submitted by method of submittal, e.g., hand delivery, U.S. mail. If by hand, an original copy of the Proposal must be hand-delivered to:

Rais Abbasi
Assistant Superintendent of Business Services
Alisal Union School District
Business Services Department
155 Bardin Road Salinas, Ca 93905
(831) 753-5700 EXT. 2031

- B. Proposals must be received no later than 4:30 PM PST on **May 15, 2024** ("Deadline"). District clock is official time. The District reserves the right to reject any Proposal that is untimely or incomplete. It is the sole responsibility of any Vendor submitting a Proposal to ensure it is received by the District on time.
- C. Hand-delivered or mailed Proposals must be delivered in an envelope or envelopes clearly showing the respondent's company name and address and must also be labeled: "Security Services Proposal RFP 2024-2025-012." Emailed Proposals must be marked as important and contain the subject line: "Security Services Proposal RFP 2024-2025-012."

XI. Evaluation Factors.

Submittals received by District will be evaluated according to the criteria listed below:

- A. Conformance to the specified RFP format;
- B. Organization, presentation, and content of the Proposal;
- C. Experience of Vendor;
- D. Knowledge of and experience in provision of security services; and demonstrated competence and qualifications for the types of services to be performed
- E. Ability to meet the requirements and objectives of the District;
- F. Ability to carry out the services outlined in the RFP;
- G. A fair and reasonable price, including the Vendor's proposed hourly rates and proposed annual not-to-exceed fee.

XII. Method of Selection and Award.

Any Proposal submitted to the District shall be considered an offer which may be accepted by the District, in whole or in part, with or without discussion or negotiation, at any time within **90 days** from the Deadline. Any offer not accepted within this time period is rejected.

The District reserves the right to reject any or all Proposals and to waive informalities, minor irregularities, or other requirements in offers received, and/or to accept any portion of the Proposal if deemed in the best interest of the District. Failure of the Vendor to provide in its Proposal any information requested in the RFP may result in rejection for non-responsiveness. Failure of the Vendor to meet or exceed any stated minimums in the RFP may also result in rejection for non-responsiveness. The District retains the right in its sole discretion to determine that a Proposal is not responsive to the material terms of this RFP.

The District expects to announce its selection and designate the Vendor on or before June 5, 2024, but reserves the right to announce its selection at a later date.

XIII. Proposal Contents May Be Considered Public Information and Subject to Disclosure

Proposals may be subject to release as public information under applicable law unless the Proposal or specific parts of the Proposal can be shown to be exempt from disclosure under such law. Vendors are advised to consult as necessary with legal counsel regarding such disclosure and to take appropriate precautions to safeguard trade secrets and confidential data. The District assumes no obligation or responsibility for asserting legal arguments concerning exemption from disclosure on behalf of any Vendor.

XIV. No Representations.

The District makes no representations or guarantees of any kind, express or implied, with regard to the matters contained in this RFP, including any exhibits, attachments, letters of transmittal, or any other related documents. Each Vendor must rely solely on its own independent assessment as the basis for the submission of any Proposal.

XV. Miscellaneous.

- A. By issuing this RFP, the District assumes no obligation to make an award to any Vendor.
- B. The District reserves the right to modify its needs or the scope of any proposed contract subsequent to the review of Proposals, and to include such modifications in any contract negotiated with the successful Vendor.
- C. In the event of any conflict or ambiguity between the terms of this RFP and state or federal law or regulations, the latter shall prevail. Additionally, all equipment to be supplied or services to be performed shall conform to all applicable requirements of local, state and federal law.

EXHIBIT A

ADDENDA

THE VENDOR SHALL ACKNOWLEDGE ALL ADDENDA TO THE RFP, AND COMPLETE THE FOLLOWING INFORMATION WITH THE SUBMISSION OF THE PROPOSAL.

Addendum number and date received:

By: _____
Manual Signature of Agent(s)

Date:

EXHIBIT B

VENDOR REPRESENTATION AND CERTIFICATION

The undersigned hereby affirms that:

- He/she is a duly authorized agent of the Vendor with the authority to submit a Proposal on behalf of the Vendor (corporate or other authorization confirmation may be requested prior to final contract execution).
- He/she has read the complete RFP and all amendments issued pursuant thereto.
- The offer complies with State conflict of interest laws. The Vendor certifies that no employee of its firm has discussed, or compared the Proposal with any other Vendor or District employee, and has not colluded with any other Vendor or District employee.
- If the Vendor's Proposal is accepted by the District on or before, the Vendor will enter into a contract with the District to provide the Services described by the Proposal on terms mutually acceptable to the District and the Vendor.

I hereby certify that I am submitting the attached Proposal on behalf of _____ [Specify Entity Submitting Proposal]. I understand that by virtue of executing and returning with the Proposal this required response form, I further certify that the Vendor understands and does not dispute any of the contents of this Request for Proposals (except as may be noted in the Proposal).

Submitted: _____ Title: _____
Company Name: _____
Address: _____
Telephone: _____ FAX: _____ E-Mail: _____

By: _____ Date: _____
Manual Signature of Agent(s)

Name and Title of Authorized Agent:

Alisa! Union School District
Roving Patrol Schedule

Dates	Time	Hours
Fridays	10:00 PM	2
Saturdays	all day	24
Sundays	all day	24
Mondays	End patrol at 6 AM	6
Mondays	10 PM-6 AM	8
Tuesdays	10 PM-6 AM	8
Wednesdays	10 PM-6 AM	8
Thursdays	10 PM-6 AM	8



James Koenig, Superintendent

155 Bardin Road, Salinas, California 93905
831 753-5700 Fax: 831 753-5709

REVISED: 3/22/2024
Human Resources

ALISAL COMMUNITY SCHOOL

1437 Del Monte Avenue, Salinas, CA 93905
831 753-5720 Fax: 831 753-5725

BARDIN ELEMENTARY SCHOOL

425 Bardin Road, Salinas, CA 93905
831 753-5730 Fax: 831 753-5758

CESAR E. CHAVEZ ELEMENTARY SCHOOL

1225 Towt Street, Salinas, CA 93905
831 753-5224 Fax: 831 753-5227

CREEKSIDE ELEMENTARY SCHOOL

1770 Kittery Street, Salinas, CA 93906
831 753-5252 Fax: 831 753-5256

FRANK PAUL ELEMENTARY SCHOOL

1300 Rider Avenue, Salinas, CA 93905
831 753-5740 Fax: 831 753-5268

FREMONT ELEMENTARY SCHOOL

1255 East Market Street, Salinas, CA 93905
831 753-5750 Fax: 831 753-5754

DR. MARTIN LUTHER KING, JR. ACADEMY

925 North Sanborn Road, Salinas, CA 93905
831 796-3916 Fax: 831 796-3921

DR. OSCAR F. LOYA ELEMENTARY SCHOOL

1505 Cougar Drive, Salinas, CA 93905
831 751-1945 Fax: 831 751-1953

VIRGINIA ROCCA BARTON ELEMENTARY SCHOOL

680 Las Casitas Drive, Salinas, CA 93905
831 753-5770 Fax: 831 753-5797

JESSE G. SANCHEZ ELEMENTARY SCHOOL

901 North Sanborn Road, Salinas, CA 93905
831 753-5760 Fax: 831 753-5764

JOHN E. STEINBECK ELEMENTARY SCHOOL

1714 Burlington Drive, Salinas, CA 93905
831 753-5780 Fax: 831 443-0977

MONTE BELLA ELEMENTARY SCHOOL

1300 Tuscany Blvd, Salinas, CA 93905
831 770-6000 Fax: 831-754-5520

MAINTENANCE AND TRANSPORTATION (MOTS)

427 Bardin Road, Salinas, CA 93905
831-753-5790

FOOD SERVICES- CENTRAL KITCHEN

1240 Cooper Ave, Salinas, CA 93905
831-753-5700

TECHNOLOGY SERVICES DEPARTMENT

425 Bardin Road, Salinas, CA 93905
831-753-5700

SPECIAL ED AND EXTENDED LEARNING

1205 E. Market St Salinas, CA 93905
831-753-5700

ALISAL FAMILY RESOURCE CENTER

1441 Del Monte Avenue, Salinas, CA 93905
831-775-4500

FRANK PAUL FAMILY RESOURCE CENTER

1296 Rider Ave, Salinas, CA 93905
831-775-4530

DR MARTIN LUTHER KING, JR. FAMILY RESOURCE CENTER

925 N. Sanborn Road, Salinas, CA 93905
831-775-4530

ALISAL UNION SCHOOL DISTRICT OFFICE

155 Bardin Road, Salinas, CA 93905
831-753-5700