



Elder Grove Schools

1532 S. 64th St. W • Billings, MT 59106
Phone (406) 656-2893 Fax (406)
651-4346

Notice to Bidders Request for Proposals

SECURITY SERVICES

Due: 11/20/18 by 2:00 p.m.

Elder Grove Schools (“Elder Grove”) hereby invites qualified security service providers to submit proposals (“Proposals”) for procurement of security guard and security response services to Elder Grove.

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

I. Background

The safety and security of Elder Grove’s students, staff, and facilities are of the utmost importance to, and is a primary objective of, Elder Grove. Elder Grove issues this RFP to solicit proposals for a qualified security contractor to provide a security guard and security response services to facilitate and achieve Elder Grove’s objective. Through this RFP, Elder Grove seeks to identify a single vendor that can provide security services to Elder Grove. Elder Grove includes 1 campus and approximately 575 students and 75 staff.

Elder Grove 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 with the successful Vendor.

II. Timeline/Schedule of Events

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

- A. Release RFP: November 7, 2018
- B. Proposals Due: November 20, 2018 by 2:00 p.m. Mountain Time
- C. Vendor Selection/Recommendation to Board: November 27, 2018
- D. Elder Grove Board of Trustees vote to approve or reject contract with Vendor: November 27, 2018.

III. Term of Contract

The term of the contract will be the remaining academic year of 2018-19 with possible 1 year extension with Elder Grove Board of Trustees Approval.

A. Year 1: December, 2018 to May 31, 2019 (potential Summer School)

IV. 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 Elder Grove and the successful Vendor including, but not limited to, the items listed below for security services.

Armed and/or Unarmed Guard Service: Vendor will provide armed security guard service on an as-needed basis to patrol and monitor Elder Grove's facilities before, during and after school and business hours, and during Elder Grove events, such as sporting, fine arts and other events. Armed and unarmed security guards may be required to patrol on foot. 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 an Elder Grove school resource officer approved by Elder Grove.

Reporting: Vendor will investigate all intrusions and incidents; make telephone contact with Elder Grove representatives; write or email a brief, descriptive report for the designated school officials, such as law enforcement and Elder Grove's insurance carriers, depending on the intrusion or incident.

V. 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 Elder Grove 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 Elder Grove. 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 owner(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.
- 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.
- 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 security guard services.
 - ii. Vendor's process for hiring of 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 Elder Grove 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. Sample Contract. Vendor shall provide a sample of the contract intended for use with Elder Grove for the implementation of this RFP. Elder Grove, in its sole discretion, may elect to use the Vendor's sample contract, subject to negotiation of the terms thereof, or provide its own contract.
- 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 Elder Grove 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).

VII. Questions & Addendums.

All questions regarding the RFP shall be submitted via email, no later than 3:00 PM Mountain Time on November 15, 2018 to Elder Grove employee designated below.

Nathan Schmitz
Superintendent
schmitz@eldergrove.k12.mt.us

VIII. Submission of Proposal.

- A. Sealed 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:
Attn: Nathan Schmitz
Superintendent
1532 S. 64th St. W
Billings, MT 59106
(406) 656-2893 Ext. 500
- B. Proposals must be received no later than 2:00 PM Mountain Time on November 20, 2018 (“Deadline”). Elder Grove 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 Elder Grove 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. Emailed Proposals will not be accepted.

IX. Evaluation Factors.

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

| | | |
|----|--|--------------|
| A. | The purchase price | 20 – points |
| B. | The reputation of the vendor and the vendors goods or services | 15 - points |
| C. | The quality of the vendor’s goods or services | 15 – points |
| D. | The extent to which the goods or services meet the districts need | 15 – points |
| E. | The vendor’s past relationship with Elder Grove | 5 – points |
| F. | The total long term cost to the district to acquire vendor’s goods or services | 10 – points |
| G. | Conformance to the specified RFP Format | 5 – points |
| H. | Organization, presentation and content of the proposal | 5 – points |
| I. | Knowledge of and experience in provision of security services | 10 – points |
| | Total Points Available: | 100 - points |

X. Method of Selection and Award.

Any Proposal submitted to Elder Grove shall be considered an offer which may be accepted by Elder Grove, 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.

Elder Grove 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 Elder Grove. 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. Elder Grove retains the right in its sole discretion to determine that a Proposal is not responsive to the material terms of this RFP.

Elder Grove expects to announce its selection and designate the vendor on or before November 27, 2018 but reserves the right to announce its selection at a later date.

XI. Proposal Contents May Be 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. Elder Grove assumes no obligation or responsibility for asserting legal arguments concerning exemption from disclosure on behalf of any Vendor.

XII. No Representations

Elder Grove 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.

XIII. Miscellaneous

- A. By issuing this RFP, Elder Grove assumes no obligation to make an award to any Vendor.
- B. Elder Grove 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.