



**REQUEST FOR PROPOSAL (RfP)
ARMED AND UNARMED SECURITY
SERVICE CONTRACT**



DUE: 12:00 p.m. January 27, 2023
To: Dr. Allison Willemin
Executive Director of School
Operations
Oxford Community Schools
10 N. Washington Street
Oxford, MI 48371
248-969-5166
allison.willemin@oxfordschools.org



OXFORD COMMUNITY SCHOOLS

Dr. Vickie Markavitch, Interim Superintendent
Sam Barna, Assistant Superintendent of Business & Maintenance
Anita Qonja-Collins, Assistant Superintendent of Elementary Instruction
Ryan Reid, Assistant Superintendent of Human Resources
Steve Wolf, Assistant Superintendent of Secondary Instruction

January 11, 2023

To: Prospective Bidders

Subject: Request for Proposal – Security Services: Armed and Unarmed

Oxford Community Schools (OCS) is accepting proposals for a 2.5-year contract to provide armed and unarmed security services.

This request for proposal is for a 2.5-year contract for which we are requesting guaranteed pricing for the period beginning February 20, 2023 through June 30, 2025. Oxford Community Schools reserves the right to renew contract for two (2) additional years in one (1) year increments. Renewal(s) will depend on pricing and level of service received during contract period.

All proposals are to be submitted in the format requested no later than **12:00 p.m. on January 27, 2023** to: Dr. Allison Willemin, Executive Director of School Operations, 10 N. Washington Street, Oxford, MI 48371. Late proposals will not be accepted for any reason. Sealed proposals (box) shall be labeled with "**Oxford Community Schools Security Services Proposal Enclosed- attn: Dr. Allison Willemin.**"

Site visits of the district's buildings may be scheduled upon advance request by interested prospective Bidders. The site visits will occur on January 20, 2023 beginning at 9:00am. Contact Jim Vernier, School Safety Administrator, 248-298-9728 to schedule site visits.

Oxford Community Schools reserves the right to award to the contractor that offers the most advantageous combination of expertise, service, quality, and cost. OCS also reserves the right to reject any or all bids.

Thank you for your participation.

Allison A. Willemin, Ed.D.
Executive Director of School Operations

Oxford Community Schools

ARMED AND UNARMED SECURITY SERVICES CONTRACT

RFP

SECTION 1 - REQUEST FOR PROPOSAL

SUBMISSION DEADLINE AND REQUIREMENTS: Oxford Community Schools is requesting bid proposals from qualified companies for a Contract for Security Services: Armed and Unarmed. Proposals must be received at Oxford Community Schools Administration Office, Attn: Dr. Allison Willemin, no later than **12:00pm EST on January 27, 2023**. Proposal envelopes (box) must be sealed and marked "**Oxford Community Schools Security Services Proposal Enclosed-attn: Dr. Allison Willemin.**" Your submission shall include five (5) copies of your complete proposal and an electronic copy of the proposal in PDF. Late proposals will be rejected. Additional copies of the RFP documents are available upon request. One proposal must be original and signed by an authorized member of the Bidder's company. This member should be the highest-ranking officer at the local level.

INQUIRIES: Prospective Bidders may request clarification of information contained in the RFP. All such requests must be received by 5:00 p.m. on January 23, 2023. A response to all written requests will be provided within two (2) business days after the receipt of such request. Responses to any request for clarification will be provided via email to all prospective bidders who are on record as having received the RFP. All inquiries for clarification of information contained in the RFP must be submitted on the Bidder Inquiry Form (see Schedule 1) to:

Attn: Dr. Allison Willemin
Office: 248-969-5166
Cell: 248-894-4187
Fax: 248-969-5016
Email: allison.willemin@oxfordschools.org

PRE-BID MEETING: All prospective Bidders must attend a mandatory pre-bid meeting. The purpose of the meeting is to provide for questions and answers as required to clarify the requirements and specifications contained in the RFP. Only those prospective Bidders present will be deemed eligible to bid on this project. Any assistants and/or subcontractors must be present at the pre bid meeting. This pre-bid meeting will also include site visits to schools in the District. The pre-bid meeting will be held at Oxford High School, Fine Arts Lobby, 745 N. Oxford Rd., Oxford, MI 48371 on January 20, 2016 at 9:00 a.m. Follow-up visits must be scheduled with Jim Vernier, School Safety Administrator, 248-298-9728, or email james.vernier@oxfordschools.org

PROPRIETARY INFORMATION: The information provided in the RFP is intended solely for internal use by the Bidder in response preparation. All information contained herein is proprietary and shall not be distributed to any third party, except as required by law.

RESTRICTIONS ON COMMUNICATION: From the issue date of the RFP until a Contract has been awarded and announced, prospective Bidders, Selection Committee members, and employees are not allowed to communicate about the subject of the RFP or a Bidder's Proposal except as provided in the pre-bid meeting.

PROPOSAL COSTS: Any 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, or otherwise responding to the RFP, or any negotiations incidental to its Proposal or the RFP.

RFP/PROPOSAL INFORMATION CONTROL: The following process described is intended to ensure that all prospective Bidders have equal access to information relative to the RFP. As part of the RFP preparation (which may have included previous discussions with selected prospective Bidders), every effort has been made to provide

prospective Bidders with adequate disclosure. Each Bidder shall prepare their Proposal based only on the information contained in the RFP, notwithstanding any information that may have been previously provided. A prospective Bidder noting any inconsistency between the information contained in the RFP and any information previously provided should request clarification.

No information communicated, either verbally or in writing, to or from a Bidder shall be effective unless confirmed by written communication contained in the RFP, an addendum to the RFP, a request for clarification or written response thereto, or in the Proposal.

ADDENDA TO THE RFP: Should it become necessary to revise any part of the RFP, notice of the revision will be given in the form of an addendum to all prospective Bidders on record as having received the RFP. Each Bidder must acknowledge receipt of addenda, but the failure of a Bidder to receive or acknowledge receipt of any addendum, shall not relieve the Bidder of the responsibility for complying with the terms thereof. Acknowledgment shall consist, minimally, of returning a signed copy of all addenda cover sheets as part of the Proposal by the RFP closing date and time. All addenda shall become a part of the RFP. Acknowledgment of all addenda received must be submitted by the RFP closing date and time.

OPENING OF PROPOSALS: At the specified time and date stated in Section 1-1.0 all submitted Proposals shall be opened. No immediate decision will be rendered. Any interested parties may attend the opening, however, information received will be confidential until after final action by the Selection Committee, except as required by law.

RESERVATION OF RIGHTS: Oxford Community Schools reserves the right to accept or reject any or all Proposals not withdrawn before the opening date and to waive any irregularity or informality in the Proposal process. Oxford Community Schools reserves the right to conduct discussions, request additional information and accept revisions of Proposals from any or all Bidders. Oxford Community Schools reserves the right to negotiate with the Bidder whose proposal is deemed strongest by the Selection Committee. Bids may not be withdrawn within 60 days after opening date without forfeiting bid security. Oxford Community Schools reserves the right to make such investigations as deemed prudent to determine Bidder's qualifications and eligibility, including but not limited to, requests for financial statements and company profiles.

FINALITY OF DECISION: Any decision made by Oxford Community Schools, including the selection of a Security Company, shall be final.

SECTION II – DEFINITIONS

“District” – The Board of Education of Oxford Community Schools or its expressly authorized representative. The term may also be referred to as “Owner” or “Oxford Community Schools”.

“Contractor” – Any Security Services company having been invited by Oxford Community Schools, as a matter of being on record as having received the RFP and preparing and presenting a Proposal for the Security Company Contract rights in accordance with the RFP.

“Proposal” -A response to the RFP submitted in accordance with the RFP.

“Security Services” – Refers in the RFP to the current privatized service provider contract that includes the armed and unarmed security.

“Properties” -Any facility, land, or real estate owned or controlled by Oxford Community Schools.

“Contract” – The Contract resulting from (Oxford Community Schools) acceptance of the Contractor's Proposal, together with such form of Contract, if any, as Oxford Community Schools and Contractor may reasonably agree, that encompasses the RFP and the successful Proposal.

“Accounting period” – a one- (1) month accounting period within a contract year.

“Contract Year” – each 12-month period commencing on July 1 and ending on the next succeeding June 30 during the term hereof or ending on the termination date if the contract is terminated earlier if this contract is terminated prior to June 30. Note the dates may be changed if mutually agreed upon by both parties, to start earlier or later than June 30 of the first year, then commencing for three years beyond that agreed upon date.

“District Representative” – person or persons from each component authorized to handle administrative matters associated with the contract. The District Representative is not authorized to enter any amendment or extension of this contract.

SECTION III – SPECIFICATIONS/SCOPE OF WORK

BACKGROUND – GENERAL OVERVIEW: This RFP is being issued to qualified security service providers for the operation of the following Armed and Unarmed Security Services at Oxford Community Schools.

Oxford Community Schools is comprised of different buildings throughout the district servicing a pre-K through 12 education as well as students enrolled in our Virtual Academy. Other buildings support the administration required to fulfill such education.

The contractor will be expected to provide the necessary services to meet the demands of the School Safety and Operations Department by maintaining quality and service standards. It is understood and agreed that the District shall in no way be responsible for any theft, disappearances, or other misappropriation of any equipment to be supplied by the contractor, nor for the theft, disappearance, or other misappropriation of any supplies or any other property of the contractor wherever located.

The contractor will supply an up-to-date training records and bio sheets for their employees.

Failure by the contractor to maintain quality service standards as determined by District management will be documented and may result in cancellation of part or all of the security contract.

The requirements in this scope of work are the minimum required for the District's armed and unarmed security program.

This RFP will result in a single contract award.

OBJECTIVES: The District seeks to accomplish the following objectives for its security company services. (This list is not in order of importance.)

- Provide for a safe and secure school environment
- Foster an optimal learning environment and act as a deterrent to unsafe or poor behavior by patrolling the campus, monitoring student behavior, enforcing school and District policies
- Monitoring visitors
- Reporting unsafe and unhealthy conditions
- Patrol and monitor assigned school campuses on various shifts, including, days, nights, weekends, and holidays to provide security and protection to students, personnel, equipment, and property
- Maintain campus security
- Protect District property against vandalism, illegal entry, fire and theft
- Respond to emergency situations.

GENERAL POLICIES AND REQUIREMENTS APPLYING TO ALL AREAS

All armed and unarmed security company functions shall be performed in District owned facilities. The contractor will not be authorized to utilize the facilities or for any other armed or unarmed security service or purpose not specifically defined in the RFP. Only armed and unarmed security services for campus facilities can and will be performed in District facilities.

The Contractor will provide services at the times required. All armed and unarmed security services will be delivered with the full scope of prompt and efficient services.

The policies and activities of the contractor shall be subject to the approval of the District; said policies and activities shall include, but not be limited to, the quality of the services by the award contractor.

The Contractor's owner/contract manager shall meet regularly, and no less than monthly, with authorized members of the District to effect adjustments in operations and cooperate at all times to maintain maximum safety and good public relations with students, faculty, staff and guests.

FACILITIES AND EQUIPMENT:

The contractor is responsible for

The contractor is responsible for control of the keys obtained from the District, for the areas provided for the operation of armed and unarmed security services. The contractor shall be responsible for reimbursing the District for the replacement of lost keys and cost of re-keying and replacement of lock cylinders required as a result of negligence and/or lost keys by its employees.

SECTION IV-CONTRACT FORMATION AND PERIOD

This is a request for Proposals only. Proposals will be treated as offers to enter into a Contract with the District. The written acceptance of the Contractor's Proposal by the District shall constitute a Contract , pending execution of a formal written Contract satisfactory to both the District and the Contractor.

LENGTH OF CONTRACT: The Contract period shall begin February 20, 2023. The District plans to award a Contract to the Contractor as a result of the RFP for an overall period of 2.5 years. Maximum length of the Contract will be determined by the bid results, with the possibility of one-year extensions for up to two additional years beyond the determined length of the Contract.

TERMINATION: The District may terminate the Contract upon thirty (30) days written notification to the Contractor if performance is not satisfactory as it relates to service requirements, deviation from specified performance quality or cost agreements.

SECTION V – SELECTION TIMELINE

The District's anticipated timeline for the selection process is:	
January 12, 2023	RFP sent to prospective Bidders
June 20, 2023	Pre-bid meeting and site visit at 9:00am
January 23, 2023	5:00pm Deadline for submitting written requests for clarification
January 27, 2016	Deadline for submitting proposals – 12:00pm
January 27, 2023	Bid Opening 12:15pm in OCS Boardroom
January 30, 2023- February 1, 2023	Consideration of Contracts
February 2, 2023	Contract award
February 20, 2023	Contract implementation

SECTION VI – PROPOSAL REQUIREMENTS AND FORMAT

This outlines the information that must be provided by Bidders and the required format for the Proposal. Any Proposal not providing the required information, or not conforming to the format specified, may be disqualified. Please refer also to the SUBMISSION DEADLINE AND REQUIREMENTS section of the RFP for additional requirements.

Proposals should be presented in a format that can readily be incorporated into a form of Contract between the successful Bidder and the District encompassing the RFP and the successful Proposal. Each Bidder is encouraged to include with its Proposal a form of such encompassing Contract. The RFP and Proposal, at the District's option, may be appended or otherwise included in the form of Contract to the effect that the RFP and Proposal are controlling on the terms of the Contract.

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 District to determine the Bidder's overall qualifications. Each Proposal shall also include any other information that the Bidder feels is significant in making an informed decision relative to the Proposal.

Any exceptions to the specifications or any other special considerations or conditions requested or required by Bidder shall be enumerated by the Bidder and submitted as part of its Proposal, together with an explanation as to the reason the specifications cannot be met. Each Bidder shall be required and expected to meet the specifications in their entirety, except to the extent exceptions are expressly noted in its Proposal.

Each Bidder shall submit its Proposal for a 2.5-year contract term ending June 30, 2025. Each Proposal shall include an implementation schedule, financial proforma (and assumptions) for each year of the proposal, labor schedule, and the following:

Management Capability

The Contractor must provide precise plans for each step in assuming management control and describe its ability to commit the staff personnel and resources required to develop a responsive management structure. A statement of the Contractor's management philosophy should be included.

The proposal shall specify how the management personnel employed to fulfill the contract will operate organizationally.

The proposal should include profiles identifying specific personnel in your employ that will be assigned to District's facilities. The profiles should describe experience, education, background, specific professional accomplishments, and any special qualifications. Final selection of management personnel must be approved by the District. An On-Site Manager is not required for this Project.

An organizational chart of overall Contractor's management, showing special staff personnel, line supervision, and their relationships to school personnel should be included.

The proposal shall include a description of training programs used for management personnel. The Contractor shall also describe training programs for other personnel and include information on the staff conducting the training, their background and qualifications and available training resources.

Contractor's Experience and Capabilities

The proposal must include a description of the general background, experience, and qualification of the Contractor in K-12 schools or similar service. The Contractor must list at least two operations presently served that are similar in nature to that of the District's, within Michigan. Include a general description of the type of units and the period of time Contractor has served that client. This information shall include the names, titles, addresses, and telephone numbers of individuals who are in a position to evaluate the general quality of the armed and unarmed security services.

The Contractor must describe their capacity to provide assistance in short- and long-range planning of safety and security. Contractor must describe special additional personnel, if any, available to provide consulting services to local staff and to the District on safety and security and in what capacity.

COST

The Contractor shall submit their proposal to assume W-2 contractual wages for their employees, no 10-99 staff.

SECTION VII- EVALUATION CRITERIA

Contract award will be based upon a comprehensive review and analysis of the Proposals that best meet the needs of Oxford Community Schools. The specific evaluation criteria may include the following:

1. Prior Law Enforcement/Public Service/First Responder/Military experience
2. Established school safety officer program under their company umbrella and experience contracting with school districts of similar size as OCS
3. Highly competitive hourly wages and benefits that promote service quality and responsiveness and aid in reducing staff turnover
4. Cost to provide services
5. Established training curriculum that supports the school atmosphere
6. Established dress code to easily identify security staff
7. De-escalation and use of force knowledge, policy, and training
8. Provide district with training records and bio sheets
9. Procedures for open communication with OCS School Safety Administrator and the Executive Director of School Operations
10. CPR, First Aid, AED, ALICE training
11. General liability insurance (at least \$1 million)

SECTION VIII – CONTRACT SPECIFICATIONS

Health and Safety:

It shall be the sole responsibility of the contractor to require its employees to abide by all health and safety requirements imposed by law. Further, the contractor and all of its employees shall abide by safety and health regulations set forth by the District.

Environment:

The contractor shall maintain sanitary working areas and shall comply with all federal, state, and local health and sanitation regulations that apply to armed and unarmed security service operations.

The District reserves the right to inspect all offices and any other space under the contractor's control at any time with or without notice.

Licenses:

The contractor shall obtain all required licenses and permits required by law for armed security services. The contractor shall pay all required fees, taxes, and other charges applicable.

Laws, rules, and regulations:

The contractor must comply with all District policies, county ordinances, and/or state and federal laws that may be applicable to its performance under the contract. District policies may be viewed on its web site at www.oxfordschools.org.

Personnel:

The contractor shall maintain an adequate staff at all times to ensure a high-quality armed and unarmed security services with 2 (two) armed and 3 (three) unarmed security personnel at Oxford High School during the day and 1 (one) armed security personnel in the evening; 1 (one) armed security personnel at each of the following: Oxford Middle School, Oxford Virtual Academy, Clear Lake Elementary School, Daniel Axford Elementary School, Lakeville Elementary School, Leonard Elementary School, and Oxford Elementary School. The security personnel at will report to the School Safety Administrator and the Executive Director of School Operations. No assignment of armed and unarmed personnel shall be made without prior approval from the School Safety Administrator and the Executive Director of School Operations.

The contractor along with the School Safety Administrator and the Executive Director of School Operations shall routinely review and inspect the armed and unarmed security personnel.

The contractor will make provision for a point of contact to be accessible each day. Such management should be non-production personnel and should be clearly identified as the individual in charge of the operation and available to give assistance.

All employees of the contractor assigned to jobs at the schools shall be attired in uniform. Uniforms must be approved by the school.

All employees of the contractor assigned to jobs at the schools, including periodic assignments, must undergo annual background checks including, but not limited to, a criminal background check by the State of Michigan Police Department, a written authorization ensuring the ability to legally work in the United States from the Social Security Department, and a Drug Test from an authorized testing group. No contracted employees with a misdemeanor and/or felony conviction are allowed to work in the Oxford Community Schools.

Personnel or agents of the contractor shall observe all school traffic and parking regulations. Drinking of alcoholic beverages or the use of illegal drugs or being under the influence of either on the job by the contractor's employees will not be permitted. Smoking is prohibited in and on all District property and on school grounds as outlined by law.

The contractor shall have the resources and staff for providing comprehensive training and staff development programs including the management of a diverse work force for employees at all levels of the organization.

Accounting Statements and Audits:

By the 10th of each accounting period, the contractor shall furnish to the District an invoice for each security service operation and a composite statement.

The District's fiscal reporting period is July 1 through June 30. The contractor's year-to-date report shall correspond with this period.

All invoices will be submitted by the 10th day of the current service month. For this purpose, a schedule of the contractors accounting periods should be defined.

The District reserves the right to audit or cause to be audited the contractor's books and accounts regarding the work within the District at any time during the term of this contract and for five (5) years thereafter.

ADVERTISING:

The Contractor agrees not to use this Proposal or any subsequent agreement as part of any commercial advertising without prior approval of Oxford Community Schools.

SECTION IX - GENERAL TERMS AND CONDITIONS

FEDERAL, STATE AND LOCAL LAW COMPLIANCE: Oxford Community 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. The Contractor shall, in the exclusive provision of armed and unarmed security services and in the performance of services pursuant to the RFP and Contract, fully comply with all applicable federal, state, or local laws, rules and regulations, and shall hold the District, its officers, employees, agents, and assignees harmless from any liability from failure of such compliance. This Contract indemnification from Contractor to the District shall include Contractor representations and warranties that the Contract is in compliance with all applicable federal and state laws.

FEDERAL, STATE AND LOCAL LICENSES, PERMITS AND FEES: Contractor shall give all notices, and obtain and pay for all licenses, permits and fees required by law for the proper completion of the Contract. Contractor shall comply with all laws, ordinances and codes applicable to the Contract, and to policies and procedures promulgated by the District, including but not limited to parking and traffic, no smoking, safety and security.

TAXES: Contractor is responsible for any applicable taxes related to the services provided under the Contract.

EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS: The Contractor will comply with all laws and all published rules, regulations, reporting requirements, directives, and orders of the Michigan Civil Rights Commission relevant to 1976 PA 453, as amended which may be in effect prior to the taking of bids for any individual project. This may include providing information as to the practices, policies, and employment statistics of the Contractor and each subcontractor, and will permit access to any books, records, and accounts by the District and/or its designee and its agents, for purposes of investigating compliance with this Contract and with rules, regulations, and orders of the School and Michigan Civil Rights Commission. A finding by the District or Michigan Civil Right Commission that Contractor has not complied with the contractual obligations under this agreement may result in the cancellation of the Contract or ineligibility for future contracts with the District. The Contractor will include, or incorporate by reference, these provisions in every subcontract or purchase order and will be binding upon each subcontractor. Breach of this covenant may be regarded as a material breach of the Contract.

DISCRIMINATION: The Contractor will not discriminate against any individual because of race, religion, color, national origin, age, or sex. The Contractor will take affirmative action to ensure that applicants for employment and employees during employment are treated without regard to their race, religion, color, national origin, age, or sex. Such action shall include, but not be limited to, employment, upgrading, demotion or transfer; recruitment advertising, solicitations or advertisements for employees; layoff or termination; rates or pay or other forms of compensation; and selection for training and apprenticeship.

WARRANTY: Unless otherwise specified, all materials and equipment shall be new, and all work shall be of good quality and in conformance with the Contract documents. Oxford Community Schools endeavors to buy products made in the United States of America whenever an "American-made" product is available that meets or exceeds the specifications requested and the price is equal to or lower than a foreign-made product. Bidders are requested to bid American-made products and/or services whenever available. Bidders may bid foreign-made products or services when:

- They are specified.
- They are identified as an alternate by the Bidder as long as they are technically acceptable.
- More than 50% of the product is manufactured or assembled in the United States.

BUSINESS RELATIONSHIP AFFIDAVIT: The Contractor certifies that no elected or appointed official or employee of the District has benefited or will benefit financially or materially from any consideration of its Proposal, the selection of the Contractor, or the Contract. A signed and notarized Familial Relationship Disclosure Statement must accompany your proposal.

REPAIRS TO PROPERTY DAMAGE: Any damage to District properties caused by the Contractor, its agents or employees shall be repaired so that the properties are in as good condition as found. All repairs shall be accomplished at no cost to the District and with the District's approval.

CONTRACT ASSIGNMENT OR SUB-CONTRACT: The resulting Contract shall not be assigned, transferred, or subcontracted in whole or in part without the prior written approval of the District. The Contractor shall not subcontract with any entity or person with whom the District has a reasonable objection. The Contractor shall not change subcontractors without the consent of the District. The Contractor shall ensure that each subcontractor be bound to the Contractor, to the Contract, and to the terms and rights of these documents, including all General and Supplementary Conditions.

INDEMNIFICATION BY CONTRACTOR: The Contractor shall indemnify and hold harmless the Oxford Community Schools, its Board, and its Members in their official capacities, its agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of the services to be performed pursuant to this Contract by Contractor. Contractor shall not be obligated to indemnify, defend, or hold harmless the School its Board and its Board Members in their official capacity, its agents, and employees, from and against claims, damages, losses and expenses arising from the acts or omissions of the School or its employees. School shall indemnify, defend, and hold harmless the Contractor, its agents and

employees, from any and all claims, damages, losses and expenses, including reasonable attorney's fees arising out of any claim with regards to asbestos materials of any type of kind in the Schools facilities.

INDEMNIFICATION BY SCHOOL: To the extent permitted by law, the Oxford Community Schools shall indemnify, defend and hold harmless the Contractor, its agents and employees, from and against all claims, damages, losses and expenses including reasonable attorney's fees, arising out of the obligations of the District under this Contract. The Oxford Community Schools shall not be obligated to indemnify, defend, or hold harmless the Contractor, claims, damages, losses, d expenses arising from the acts or omissions of the Contractor or its employees.

INSURANCE REQUIREMENTS: Contractor shall purchase and maintain for the life of the Contract insurance with limits of liability as required by law or as set forth below, whichever is greater.

- Worker's Compensation and Employer's liability at a minimum of \$500,000 or at statutory limits if greater.
- Commercial General Liability made on an Occurrence Form basis which includes at minimum the following types of coverage:
- Contractual liability, advertising and personal injury, products and completed operations, and an installation floater, showing limits of \$1,000,000 per occurrence, and a general aggregate limit of \$2,000,000.
- Comprehensive Automobile Liability, which includes coverage for any auto, hired autos, and non-owned autos with a combined single limit of \$1,000,000.
- Bodily and personal injury of \$500,000 per accident and \$250,000 per person
- Property damage of \$100,000
- Combined single limit of \$1,000,000
- Oxford Community Schools shall be identified as an additional insured under the coverage. Certificates of insurance shall be on standard format acceptable to the District and shall be filed with the District before commencing the Contract. These certificates shall contain a provision that coverage provided under the policies will not be canceled until at least thirty days prior written notice has been given to the District. The Contractor shall require its subcontractors to maintain equivalent coverage

FERPA COMPLIANCE: The contractor and its employees and agents agree to comply with the requirements of the Family Education Rights and Privacy Act (FERPA), 20 USC 1232g with respect to the confidentiality of student records and personally identifiable student information, including but not limited to the requirement not to disclose any student record or personally identifiable student information to any other party without the prior written consent of the student's parent or legal guardian or from an eligible student who has reached majority age.

Oxford Community Schools

ARMED AND UNARMED SECURITY SERVICES CONTRACT RFP

Exhibit 1 – Armed and Unarmed Security Specifications

Special Conditions

- A. Bidders must return a written schedule enclosed with their bid indicating the number of employees they will have at District Facilities each day and the number of hours each will be working. Such schedules will be considered as the minimum acceptable number of employees per day and minimum acceptable number of hours per employee upon award of a contract. Before a contract is awarded, contractors must submit written documentation acceptable to Oxford Community Schools proving that sufficient reserve staff is available to meet minimum staffing requirements for District Facilities under all conditions without interruption.
- B. All lost and found articles recovered by contractor employees must be immediately turned in District officials.
- C. District Officials may require the contractor to immediately remove any contractor employees from the premises for just cause. Any and all such removals shall be made in the name of the Contractor and all responsibilities will be assumed by the Contractor. Any new employee must be approved by the District prior to placing on Oxford Community Schools property. The Contractor will provide training records and bio sheets to the School Safety Administrator and the Executive Director of School Operations before any employee is placed at the campus.
- D. Contractor employees:
- Must not have relatives or other personal visitors at the work site.
 - Must not consume alcoholic beverages nor use narcotics while on duty nor be under their influence when reporting for duty.
 - Must not smoke anywhere in the building or on the grounds as outlined by law.
 - Must not receive nor initiate personal phone calls from Oxford Community Schools telephones.
 - Must not fraternize with Oxford Community Schools staff, students, or visitors to the building nor unnecessarily disrupt OCS staff while performing their contractual duties.
 - If armed, the employees' weapon must be in a level II retention holster
- E. Parking is available on site.
- F. Contract employees will be required to wear clean and neat uniforms supplied by Contractor at all times while on the job.
- G. Contractor must supply a point of contact for the School Safety Administrator and Executive Director of School Operations to be in contact with concerning OCS safety and security manners.

General Information

- A. **Armed and Unarmed Security Company Expectations**
1. Employees have prior Law Enforcement/Public Service/First Responder/Military experience
 2. Established school safety officer program under their company umbrella
 3. Established training curriculum that supports the school atmosphere
 4. Ability for OCS security staff to train with contracted staff on active shooter and crisis response
 5. Established dress code/uniform to easily identify security staff
 6. De-escalation and use of force knowledge, policy, and training
 7. Provide district with training records and bio sheets
 8. Attendance at events outside of the school day as needed – board meetings, football games, dances, etc.
 9. Open communication with OCS School Safety Administrator and the Executive Director of School Operations
 10. CPR, First Aid, AED, ALICE training (ALICE training can be conducted in district)
 11. General liability insurance (at least \$1 million)
- B. **Armed and Unarmed Security Personnel Expectations**
1. Maintain a secure and safe environment for the school
 2. Make regular rounds of the school, gyms, exterior playing fields, and playgrounds (as appropriate per building)
 3. Report suspicious activity to the school principal and OCS School Safety Administrator.
 4. Physically intervene to stop altercations as necessary

5. Remain armed with approved pistol concealed in a level two retention holster (with the exception of the unarmed personnel)
6. Be prepared to respond to an immediate threat to protect students and staff
7. Help ensure visitor protocols are being followed
8. Conduct exterior and interior door checks throughout the day
9. Secure all exterior doors and remove unauthorized person(s)
10. Check restrooms periodically throughout the day

C. Supervision

1. Competent point of contact for management and supervision is to be furnished by the Contractor, and these services must be satisfactory to the School Operations Department. Frequent contact with the OCS School Safety Administrator is required.
2. Keys to the schools will be furnished by Oxford Community Schools. Any such keys must not be duplicated.

D. Billing

1. Contractor is to submit billing by the 10th of each calendar month to Oxford Community Schools, Accounts Payable.

E. Inspection and Correction of Deficiencies

1. Performance evaluations will be given to the Contractor indicating exceptions in performance to the required specifications.
2. Contractor must correct these deficiencies as follows:
 - a. Within 24 hours for any daily, weekly, or monthly activity.
 - b. Within 48 hours for any activity listed as quarterly or semiannual or annual.
3. Should the Contractor fail to correct his deficiency within the time stated, the District will assign the work to the subcontractor of its choice at the expense of the Contractor.
4. Repeated failure to correct deficiencies will result in cancellation of contract by the Oxford Community Schools.

**OXFORD COMMUNITY SCHOOLS
ARMED AND UNARMED SECURITY
SERVICES CONTRACT RFP**

EXHIBIT 2-School Addresses

1. **Oxford High School** - 745 N. Oxford Road, Oxford, MI 48371 9-12
Square Feet: 365,360
Facility Age: 1998, 2003
Enrollment: ~ 1,750
2. **Oxford Middle School** -1420 Lakeville Road, Oxford, MI 48371 6-8
Square Feet: 210,000
Facility Age: 1980, 2003
Enrollment: ~1,225
3. **Clear Lake Elementary** - 2085 W. Drahner Rd., Oxford, MI 48371 K-5
Square Feet: 49,900
Facility Age: 1957, 1998
Enrollment: ~500
4. **Oxford Elementary-109** Pontiac Street, Oxford, MI 48371 3-5
Square Feet: 51,034
Facility Age: 1957, 1995, 1997
Enrollment: ~450
5. **Lakeville Elementary** - 1400 Pontiac Street, Oxford, MI 48371 K-5
Square Feet: 67,164
Facility Age: 1969, 1997
Enrollment: ~420
6. **Daniel Axford Academy**- 74 Mechanic Street, Oxford, MI 48371 K-2
Square Feet: 49,119
Facility Age: 1926, 1998
Enrollment: ~480
7. **Leonard Elementary** - 335 E. Elmwood, Leonard, MI 48367 K-5
Square Feet: 32,666
Facility Age: 1934, 1957, 2002
Enrollment: ~320
8. **Oxford Early Learning Center (Childcare)** -150 Pontiac Street, Oxford, MI 48371 Pre-K and Head
Start Square Feet: ~5,000
Facility Age: 2003
Enrollment: ~150
- 9 **Oxford Virtual Academy-168** & 176 N. Washington, Oxford, MI 48371 (Leased space) K-12
Square Feet: 3220 and 3200 for a total of 6,420
Facility Age:~ 1999
Enrollment: These sites are drop in labs and attendance varies daily

Oxford Community Schools
ARMED AND UNARMED SECURITY SERVICES
CONTRACT RFP

Schedule - Checklist of Proposal Responses Due (return with proposal)
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	Complete	Incomplete	Reason for Incomplete
Signed Original Proposal			
5 ea. Copies of Proposal			
Addenda Acknowledgments			
Exceptions to specifications and/or requirements			
Contractor's Experience and Capabilities			
Cost (hourly rates for both armed & unarmed, including OT)			
Cover letter or company letterhead			
Company profile, support, and personnel			
References			
Contract specifications are met and agreed to:			
Federal, state and local law compliance			
Federal, state and local licenses, permits,			
Equal Employment Opportunity			
Familial Relationship Disclosure			
Indemnification			
Insurance requirement			

Meeting Agenda

Pre-Bid Meeting, 9:00 A.M. January 20, 2023

Oxford High School PAC Lobby

1. Introductions
2. Overview of Oxford Community Schools
3. Introduction of any additional materials
4. Signature of Receipt
5. Overview of the Request for Proposal
6. Question and Answer Period
7. Tour of Schools

Oxford Community Schools
ARMED AND UNARMED SECURITY
SERVICES CONTRACT RFP

Addendum

Addendum # (if needed)

**Oxford Community Schools
ARMED AND UNARMED
SECURITY SERVICES CONTRACT
RFP**

Bidder Inquiry Form

Questions in regard to:	Original Proposal:	Addendum No.:
Section Number:		
Company:		
Representative:		

All inquiries must be received by 5:00 p.m. on January 23, 2023

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Oxford Community Schools

DISTRICT WIDE ARMED AND UNARMED SECURITY SERVICES COST PROPOSAL

DISTRICT

COST PER SCHOOL YEAR

Year .5, February 20, 2023 - June 30, 2023

\$ _____

Year One, July 1, 2023 - June 30, 2024

\$ _____

Year Two, July 1, 2024 - June 30, 2025

\$ _____

If extra service are needed, please provide hourly rates for the following classifications:

Standard hourly rate for Unarmed Personnel

\$ _____

Standard hourly rate for Armed Personnel

\$ _____

Overtime hourly rate for Unarmed Personnel

\$ _____

Overtime hourly rate for Armed Personnel

\$ _____

Printed Name of Executive Official for Contractor

Date

Signature of Executive Official for Contractor

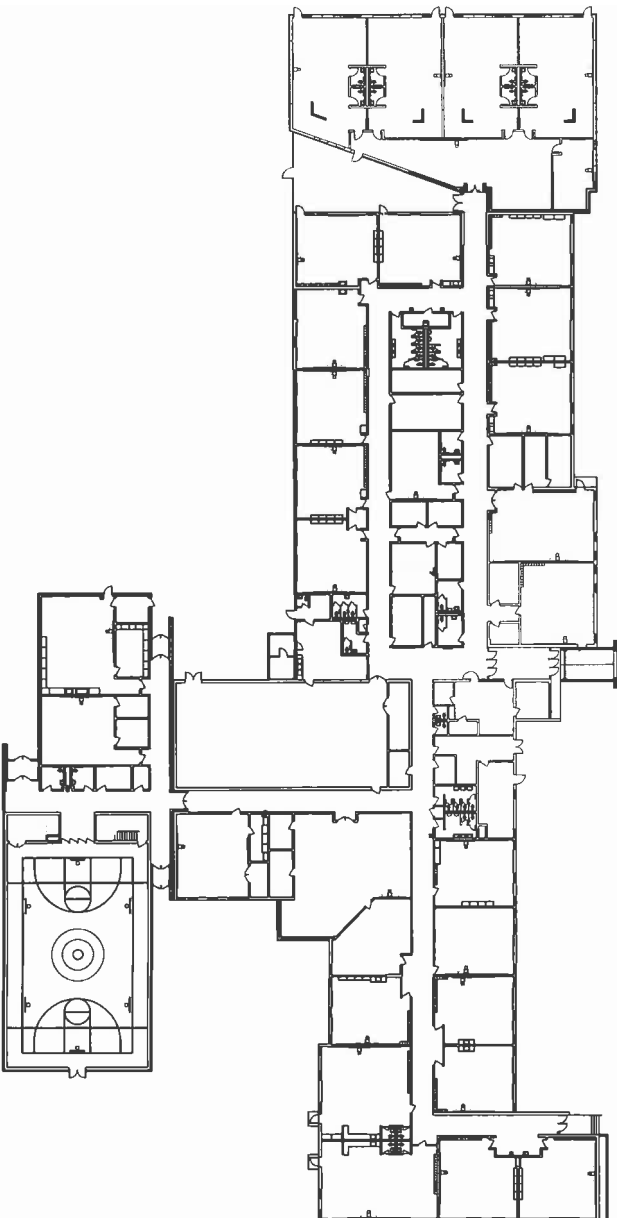
Date



OXFORD COMMUNITY SCHOOLS

DISTRICT BUILDING SITE & KEY PLAN

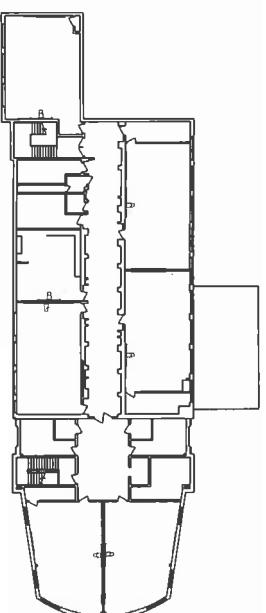
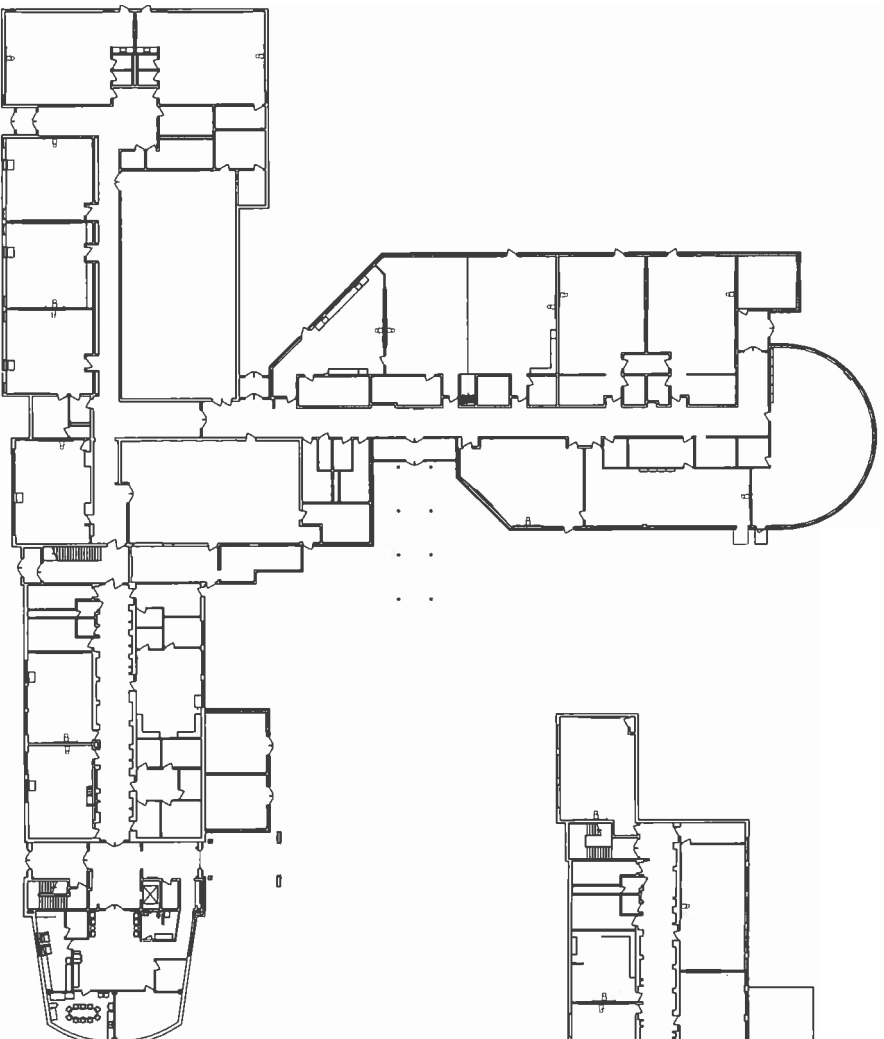
RFP
1.12.23



86,600 SF



OXFORD COMMUNITY SCHOOLS
1000 N. LANSING AVE., SUITE 100
OXFORD, MI 48364
OXFORD COMMUNITY SCHOOLS
Chief Lake Elementary
Oxford, Michigan

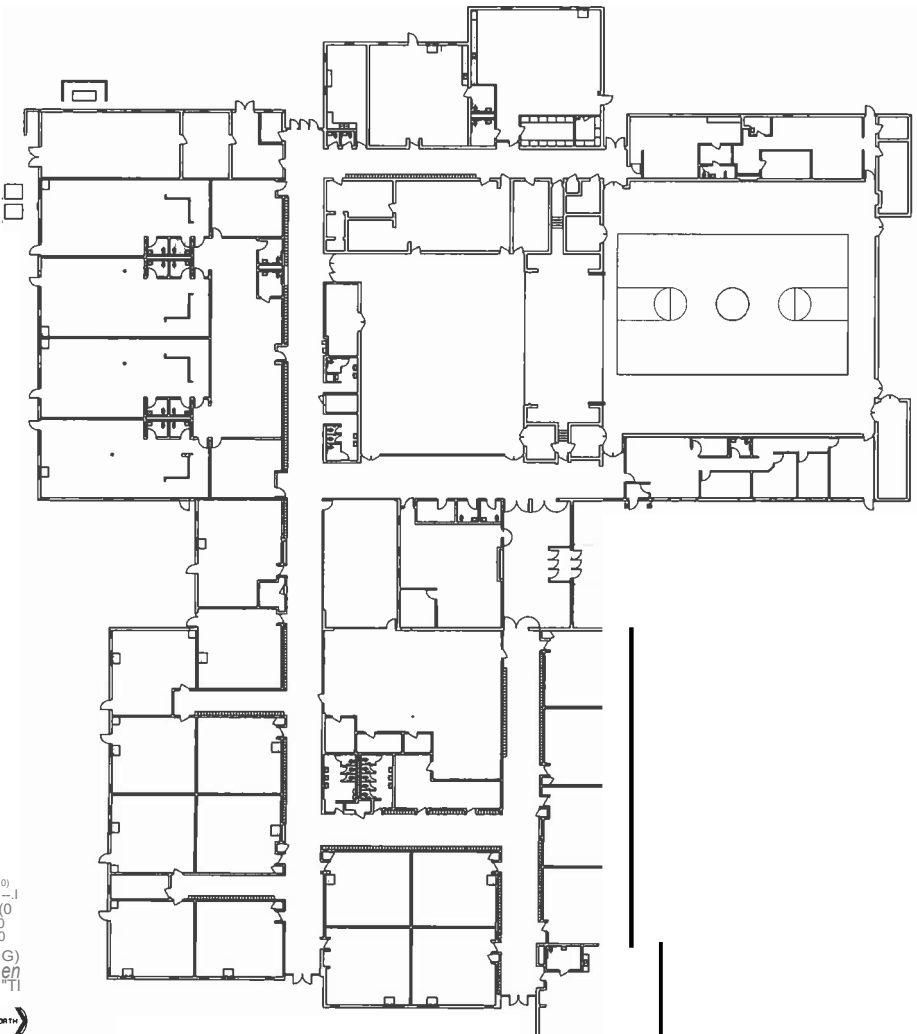


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1" = 100'

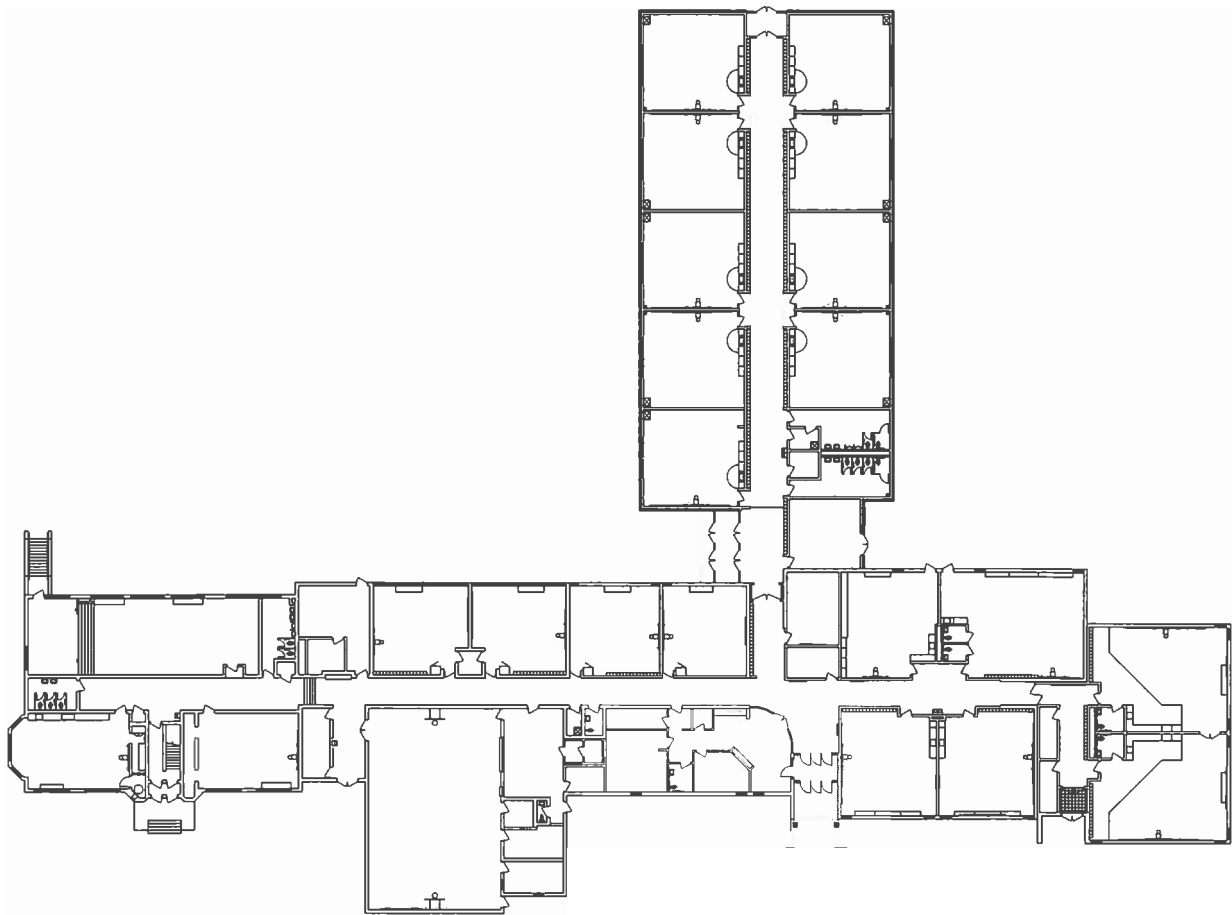


OXFORD COMMUNITY SCHOOLS
 "We are doing it better."
Daniel Ardord Elementary
 Oxford, Michigan



51000 GSF

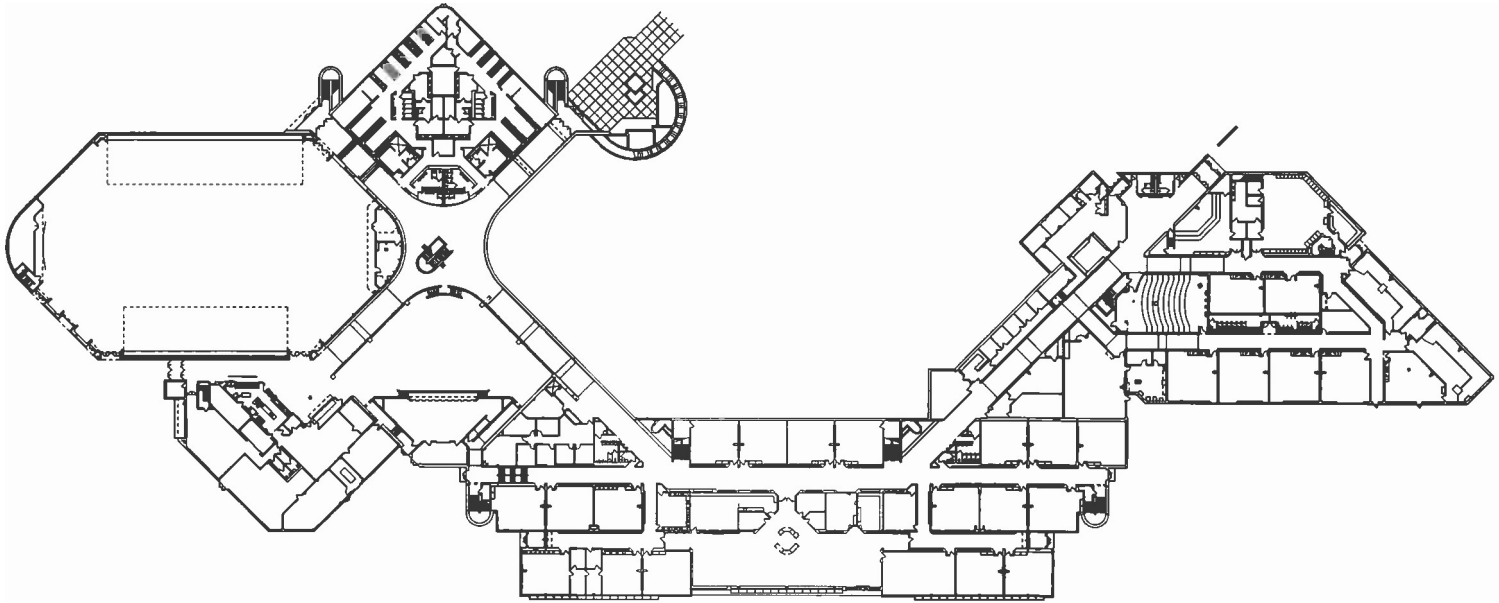




37,400 GSF (D

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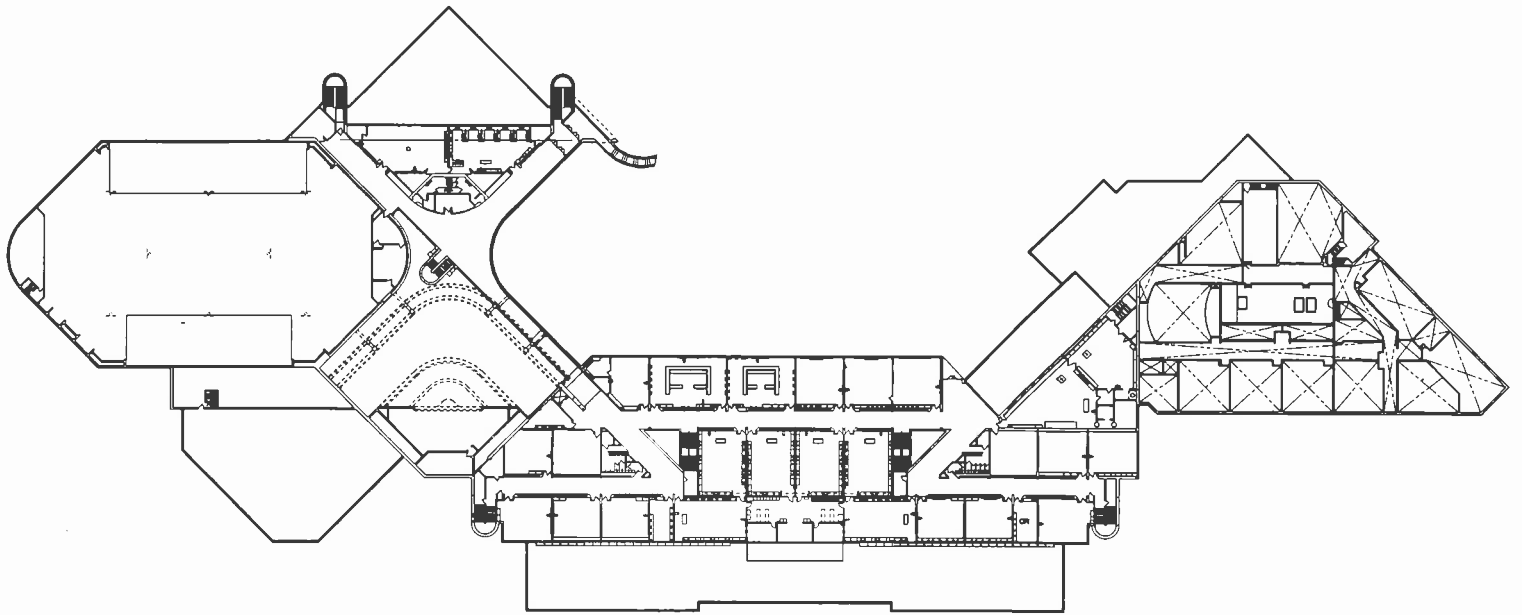




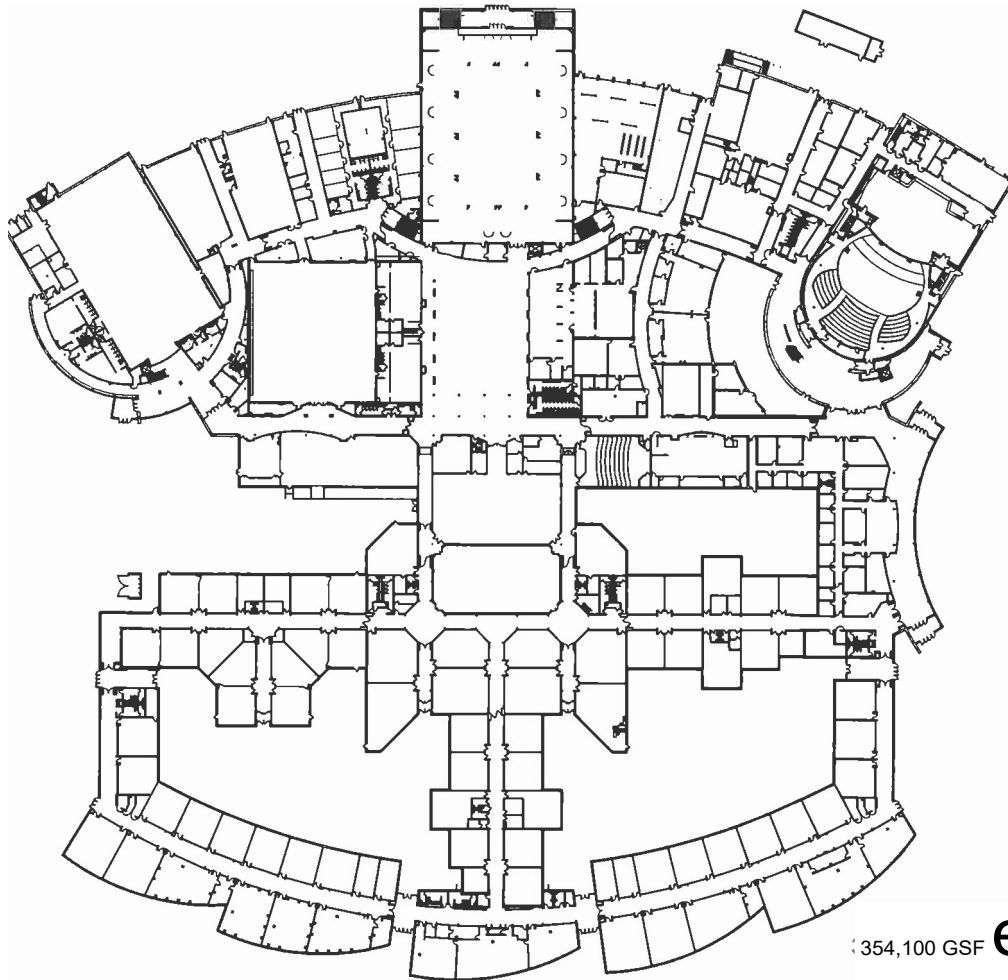
144,850 GSF

208,780 GSF TOTAL

Oxlonl-...



Second Floor
63,930 GSF

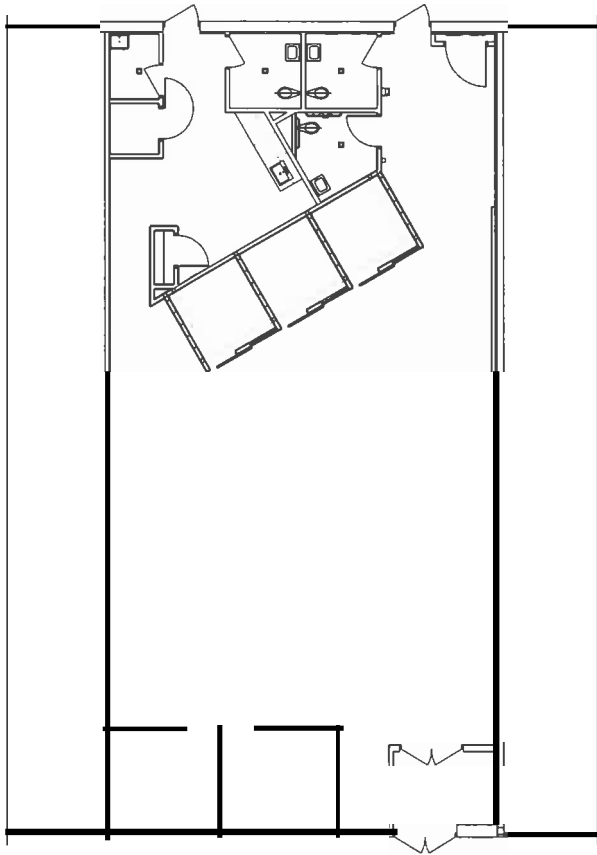


354,100 GSF e

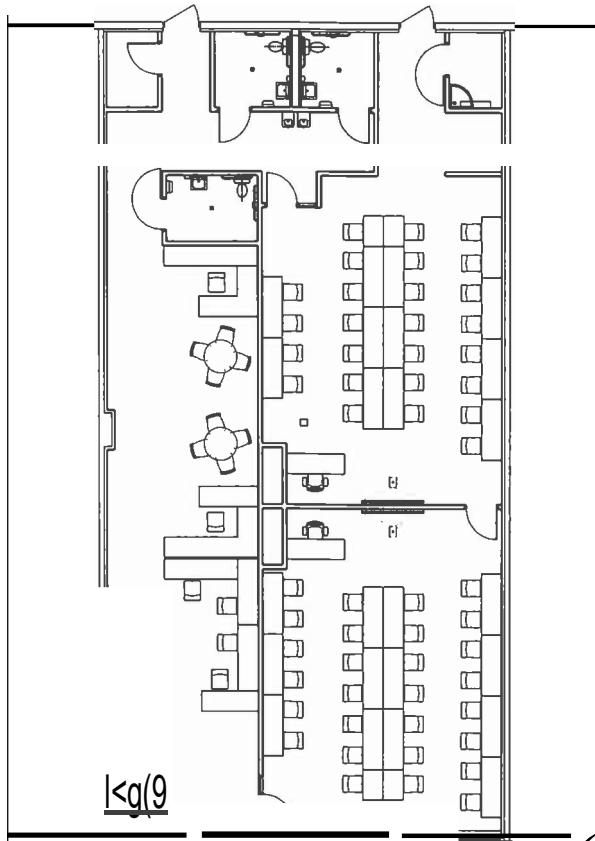
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OXFORD COMMUNITY SCHOOLS
Ref: 11111GLC91DOU1CAWV1

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Old Mill Place
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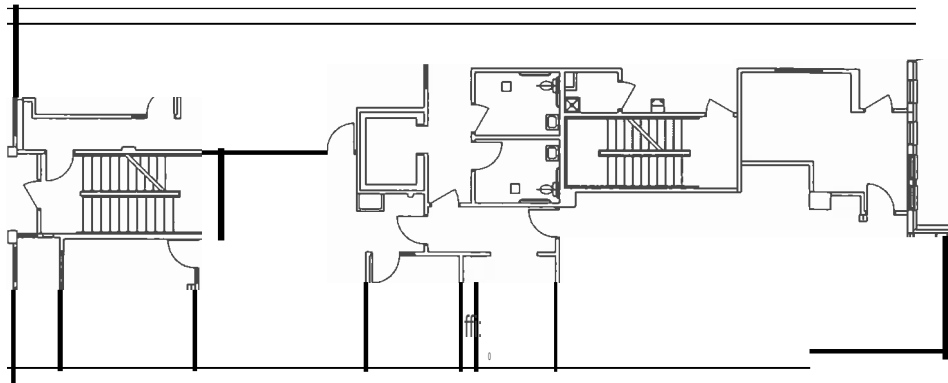
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6,400GSF

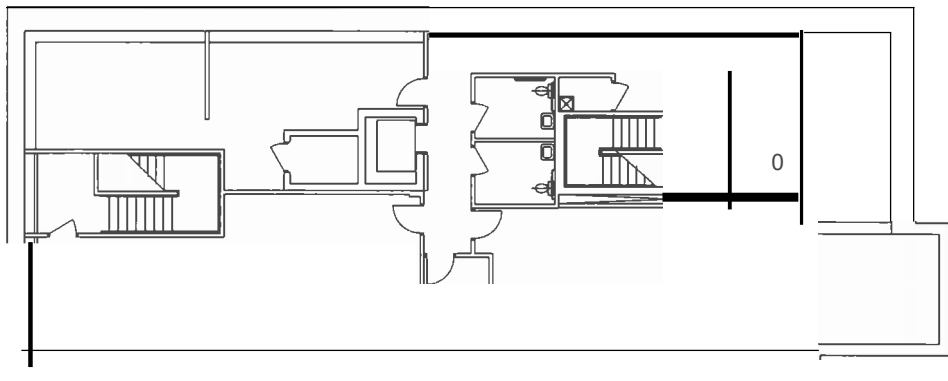
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OXFORD COMMUNITY SCHOOLS
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Odoni, Yeligin





FhtFloorPlan
3,670 GSF

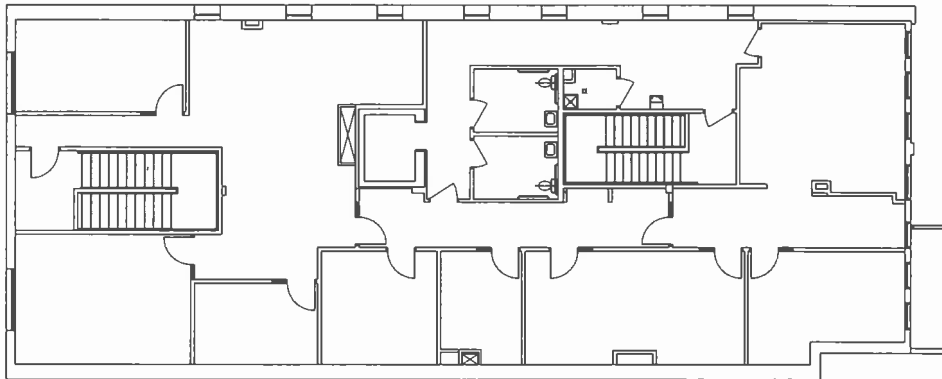


3,390 GSF

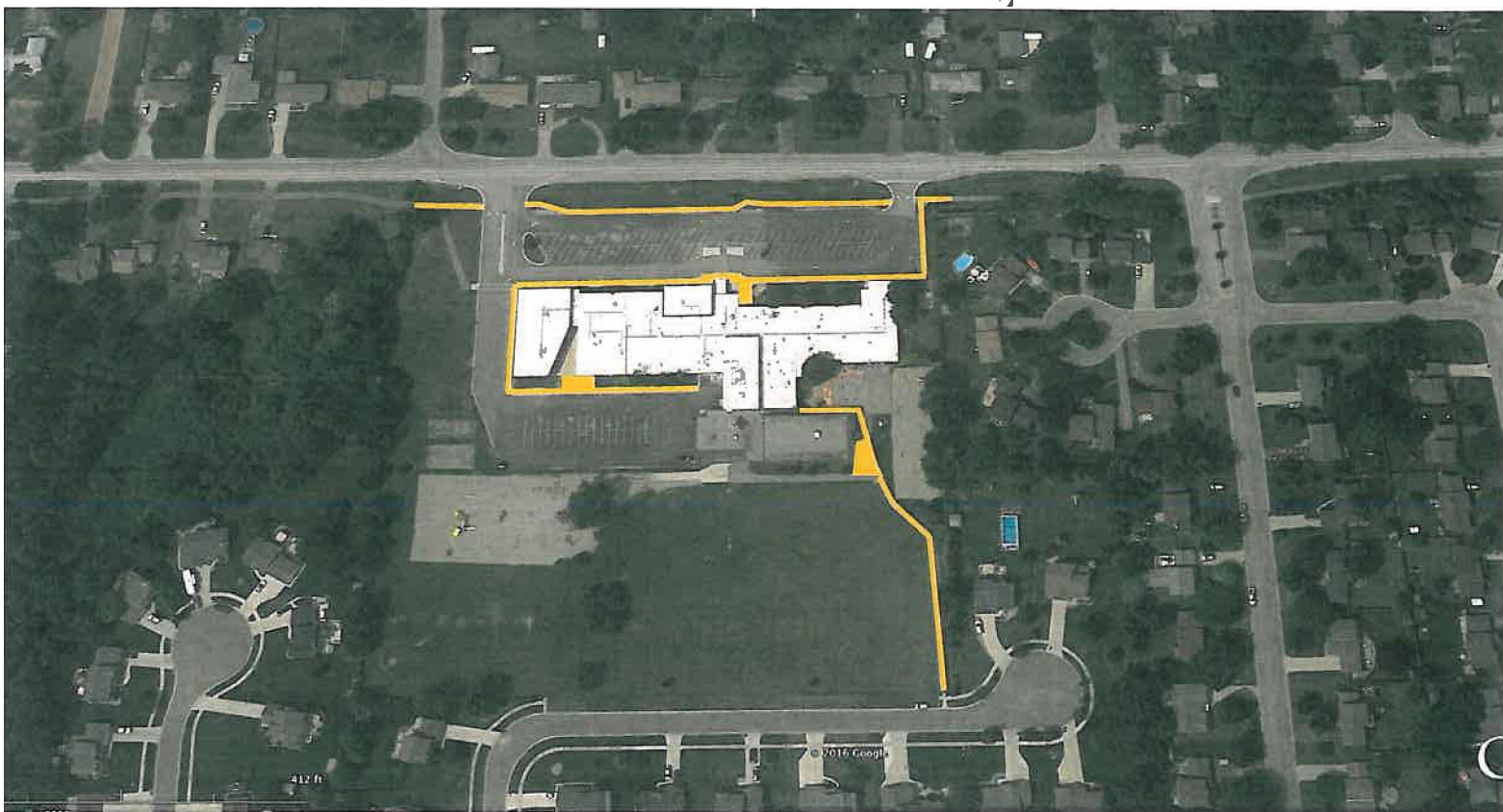
10,800 GSFTOTAL

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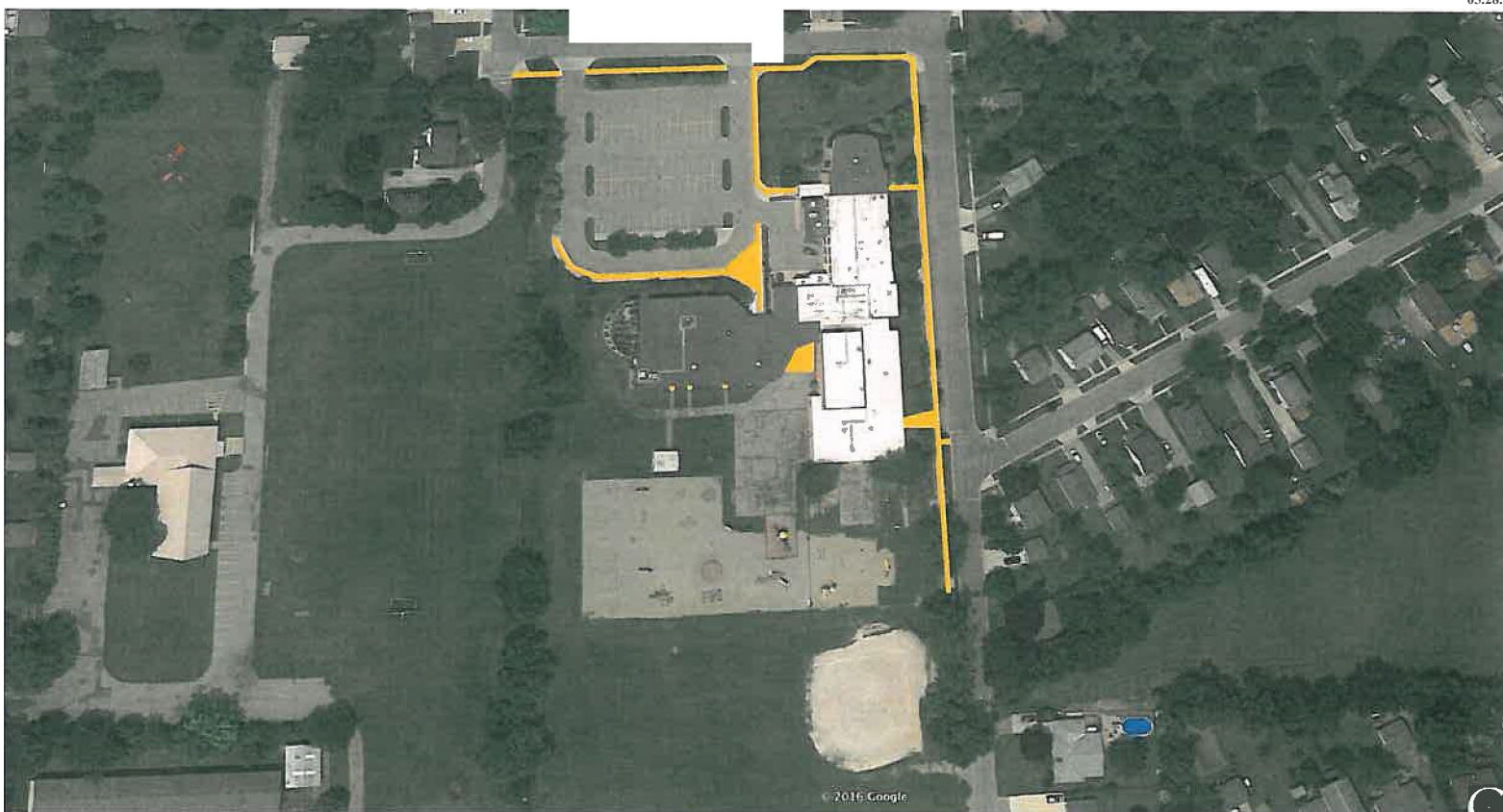
OXFORD COMMUNITY SCHOOLS
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Building
OJclanl,llchlgan



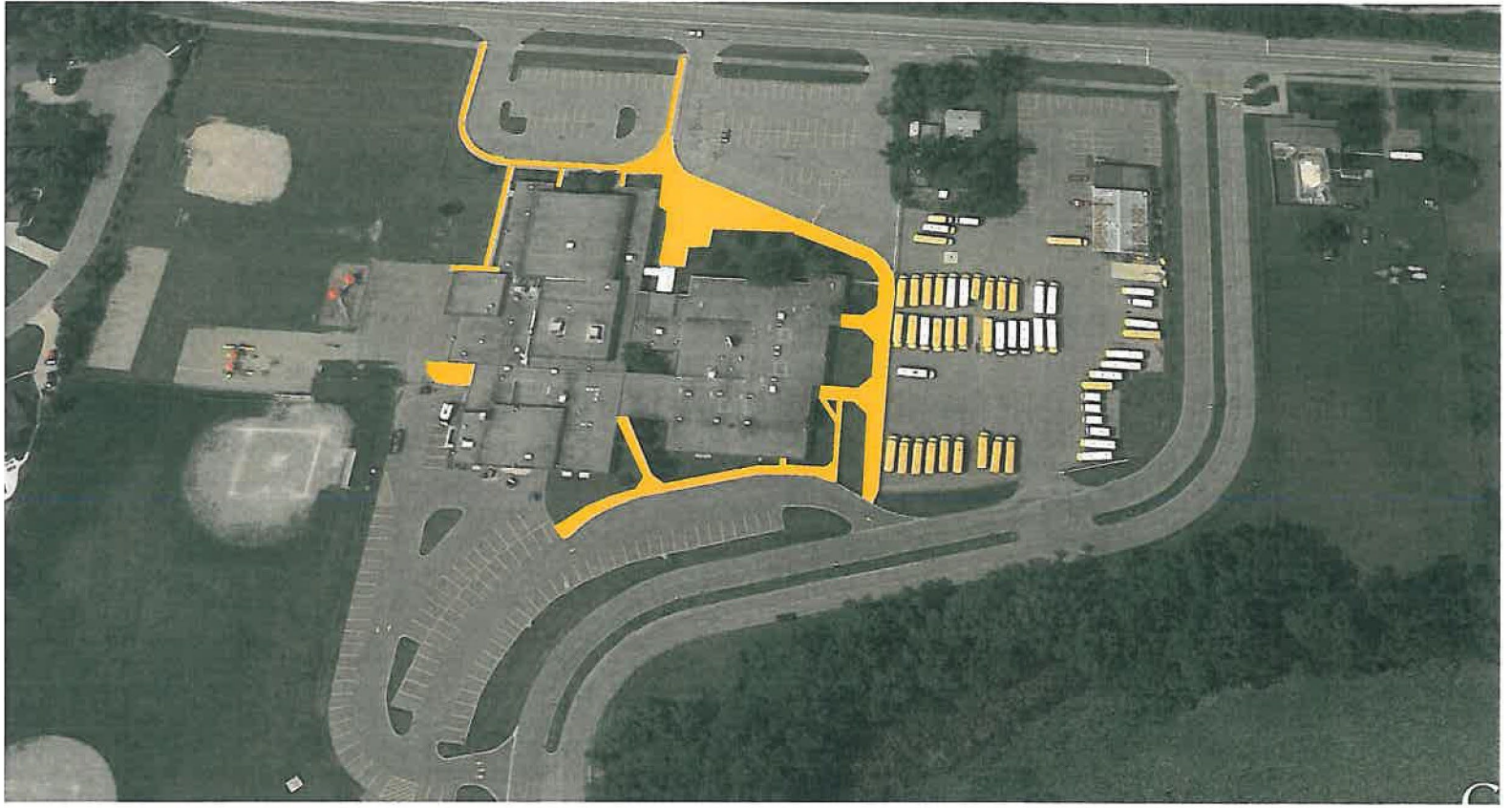
3,740 GSF



CLEAR LAKE ELEMENTARY SCHOOL •

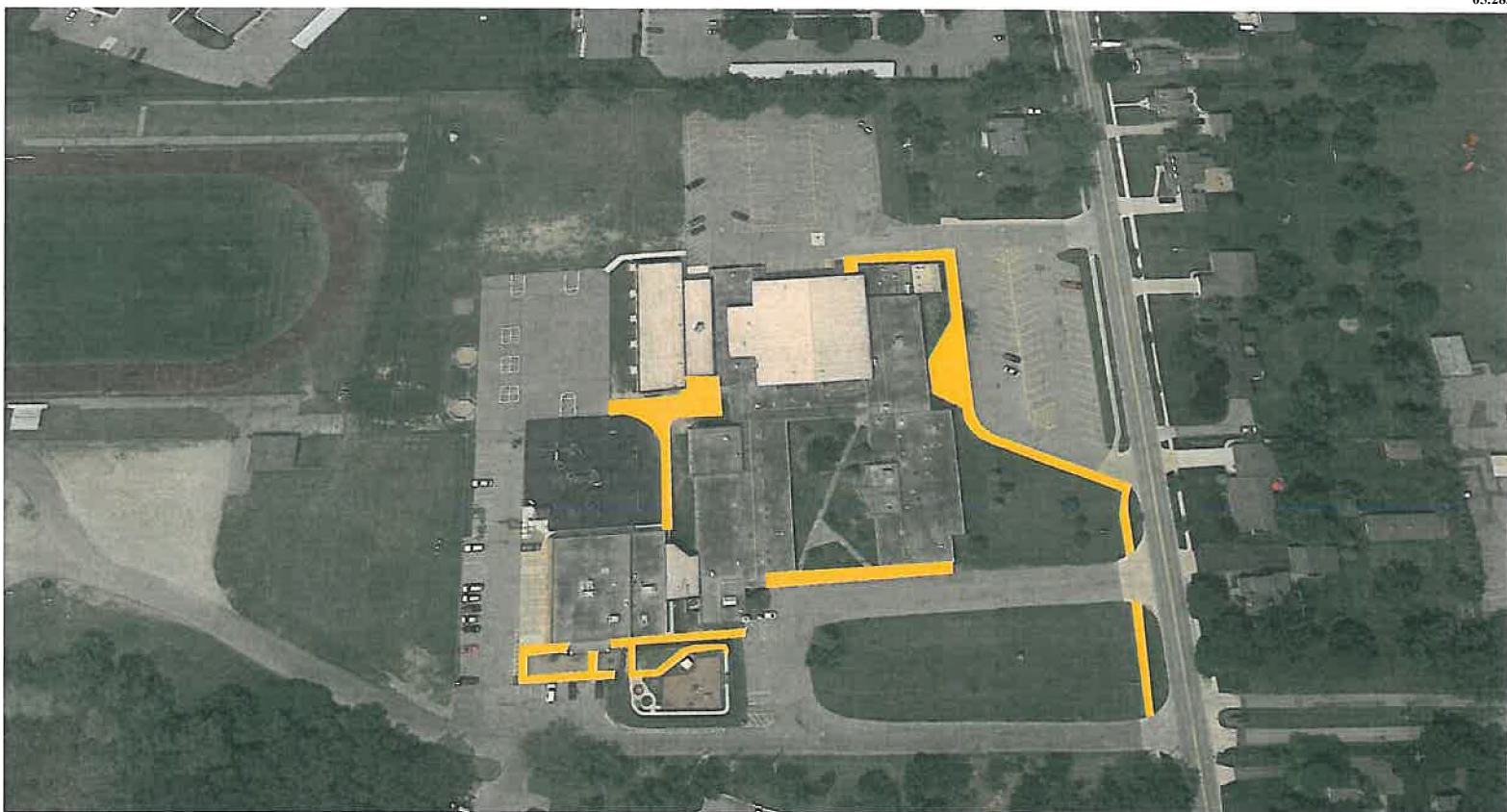


DANIEL AXFORD ELEMENTARY SCHOOL A

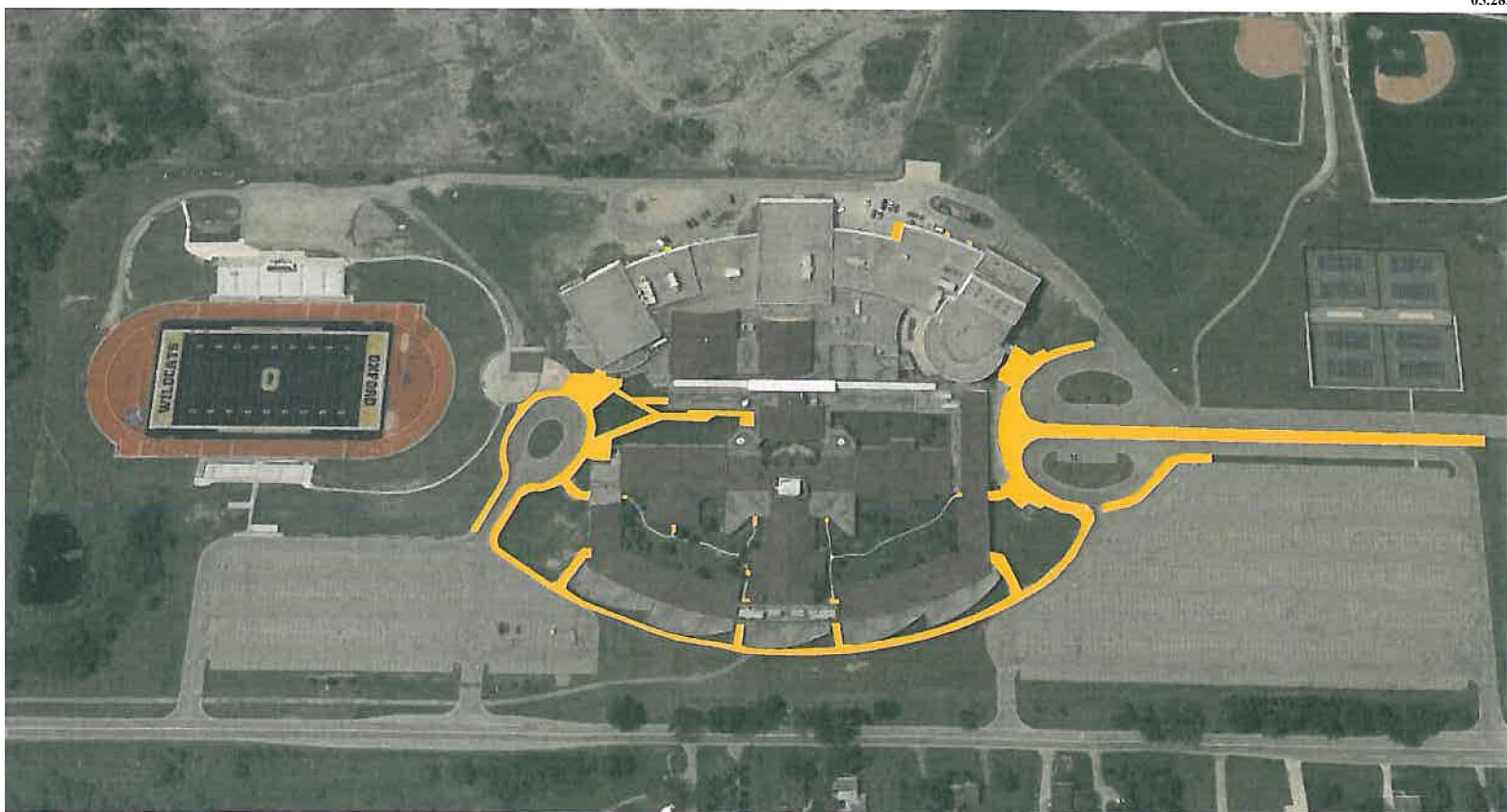


LAKEVILLE ELEMENTARY SCHOOL **A**





OXFORD ELEMENTARY SCHOOL •



OXFORD HIGH SCHOOL .

