



## **GLENDALE UNIFIED SCHOOL DISTRICT**

**223 North Jackson Street  
Glendale, CA 91206**

### **REQUEST FOR PROPOSAL (RFP) NUMBER P-18 16/17**

**Security Guard Services at Various Sites**

**Issue Date: August 5, 2016**

**Mandatory Bidders  
Conference: Will Not Be Performed**

**Proposal Submittal Date: September 1, 2016 2:00 PM**  
**Glendale Unified School District**  
**223 N. Jackson Street**  
**Glendale, CA 91206**

**GLENDALE UNIFIED SCHOOL DISTRICT  
RFP DOCUMENTS**

**RFP Number – P-18 16/17**

**Security Guard Services at Various Sites**

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## Notice Calling for Requests for Proposals

DISTRICT: GLENDALE UNIFIED SCHOOL DISTRICT  
PROJECT IDENTIFICATION: Security Guard Services at Various Sites  
PROJECT NUMBER: RFP Number P-18-16/17  
PROPOSALS DUE BY: September 1, 2016; 2:00 PM  
SUBMIT PROPOSALS TO: Glendale Unified School District  
223 N. Jackson Street, Room 305  
Glendale, California 91206

**RFP DOCUMENTS AVAILABLE:** 8/8/2016 - <http://www.gusd.net/Page/662>

NOTICE IS HEREBY GIVEN that Glendale Unified School District, acting by and through its Board of Education, hereinafter the "District" will receive up to, but not later than the above stated date and time, sealed Proposals for the Contract for the Work generally described as: **RFP #P-18-16/17 – Security Guard Services at Various Sites**. Proposals received after the due date and time will be returned unopened to the non-responsive bidder.

**Bid Proposal Security.** Each Bid Proposal shall be accompanied by Bid Security in an amount **ONE**

**THOUSAND DOLLARS (\$1,000.00)**. Failure of any Bid Proposal to be accompanied by Bid Security in the form and in the amount required shall render such Bid Proposal to be non-responsive and rejected by the District.

**No Withdrawal of Proposals.** No Bidder shall withdraw its Proposal for a period of **ninety (90) days** after the award of the Contract by the District's Board of Education. During this time, all Bidders shall guarantee prices quoted in their respective Proposals.

**Waiver of Irregularities.** The District reserves the right to reject any or all Proposals or to waive any irregularities or informalities in any Proposal or in the bidding.

**Award of Contract.** The Contract for the Work, if awarded, will be by action of the District's Board of Education to the Bidder that meets the qualifications established by the RFP documents.

**Inquiries and Clarifications.** This document is for informational purposes and shall not relieve the Bidder of the requirements to fully become familiarized with all the factors affecting the Proposal. The Bidder is advised that all inquiries and clarifications about the RFP documents, specifications, etc., shall be submitted to the District in writing no later than **August 19, 2016, 4:00 PM**. The District will respond at its earliest possible opportunity. Verbal communication by either party with regard to this matter is invalid. Inquiries shall be made in writing to: Gilda Keshishyan, 223 N. Jackson St., Glendale, CA 91206; or via Email at: [GKeshishyan@gusd.net](mailto:GKeshishyan@gusd.net).

Gioconda Padilla  
Director, Procurement & Contract Services  
GLENDALE UNIFIED SCHOOL DISTRICT  
Los Angeles County, State of California  
FOR: The Board of Education

## OVERVIEW

The Glendale Unified School District (“GUSD,” “District,” or “Owner”), acting by and through its Governing Board, is seeking competitive proposals for Security Guard Services.

The primary point of contact for this RFP is Gilda Keshishyan, Procurement & Contract Services. Proposals in response to this **RFP are due by 2:00 P.M. (Pacific Time) on September 1, 2016 at the District’s Purchasing Department located at 223 N. Jackson Street, Room 305, Glendale, CA 91206.** Late responses will be returned unopened.

All requests for clarification must be made in writing to Gilda Keshishyan, Purchasing Agent, Procurement & Contract Services. Questions must be emailed to Gilda at [GKeshishyan@gusd.net](mailto:GKeshishyan@gusd.net). **All requests for clarification must be submitted no later than August 19, 2016, 4:00 P.M.**

Respondents are required to submit one (1) original and (1) digital format (i.e. flash/pen/thumb drive) of the proposal to the District. The original should be bound, but contained together within one (1) sealed envelope or container. The envelope or container must be clearly labeled and include the Service Provider’s Name, address, phone number, as well as the RFP number.

The following items must be completed and included with your package:

- a) Pages 8 - 18 of the “Forms”.
- b) Pages 24 - 26 of the “Questionnaire” – Add paper for questions D through S if necessary
- c) Page 27 of the “Rate Schedule”

All issued addenda must be acknowledged on Page 8 of the “RFP Form”. Failure to list all addenda will be grounds for rejection of your package.

For purposes of the submittal, the time stamp clock in the Procurement & Contract Services Department, Room 305, of the Glendale Unified School District will be considered the official time.

## INFORMATION FOR BIDDERS

1. **General Requirements** Vendor must furnish all labor, supervision, materials, equipment, transportation, and management necessary to provide uniformed guard services in accordance with the requirements specified herein.
2. **Signatures** The response must be signed in the name of the bidder and must bear the signature in longhand of the person or persons representing the bidder and duly authorized to sign the response on behalf of the bidder.
3. **Modifications** Changes in, or additions to, the bid form, recaptulations of the work bid upon, alternative proposals, or any other modification of the RFP form which is not specifically called for in the contract documents may result in the District’s rejection of the bid as not being responsive to the invitation to bid. No oral or telephonic modifications of any bid submitted will be considered, and a telegraphic modification may be considered only if the postmark evidences that a confirmation of the telegram duly signed by the bidder was placed in the mail prior to the opening of bids.
4. **Erasures** The response submitted must not contain any erasures, interlineations, or other corrections unless such correction is suitably authenticated by affixing in the margin immediately opposite the correction the initials or surnames of the persons signing the bid.
5. **Examination of Contract Documents.** Each bidder must fully acquaint themselves with the conditions relating to fully understand the contract. Bidders shall thoroughly examine and be familiar with the contract documents, and specifications. The failure or omission of any bidder to receive or examine any contract document, form, instrument, addendum, or other document, shall in no wise relieve any bidder from any obligation with respect to his bid or to the contract. The submission of a bid shall be taken as prima facie evidence of compliance with this section.

6. **Withdrawal of Bids** Any bidder may withdraw his response either personally by written request or by telegraphic request at any time prior to the scheduled closing time for the receipt of bids.
7. **Interpretation of Documents** If any person contemplating submitting a response for the proposed contract is in doubt as to the true meaning of any part of the contract documents, specifications, or related materials, or finds a discrepancy in or omissions from the specifications, they may submit to the District a written request for an interpretation or correction thereof. The firm submitting the request will be responsible for its prompt delivery. Any interpretation or correction of the contract documents will be made only by addendum duly issued and a copy of such addendum will be mailed, faxed, or otherwise delivered to each bidder. **No person is authorized to make any oral interpretation of any provision in the contract documents to any bidder, and no bidder is authorized to rely on any such unauthorized oral interpretation.**
8. **Bidders Interested in More than One Bid** No person, firm, organization, or corporation shall be allowed to make or file, or be interested in more than one response for the same work.
9. **Evaluation and Award** The award, if made by the District, will be made in accordance with the following procedures:

Selection Criteria	Weight
Service Provider Questionnaire	20%
Rate Schedule	50%
Prior Experience with Glendale Unified School District and/or References	10%
Interviews	20%
<b>Total</b>	<b>100%</b>

10. **Bidder's Past Performance** A Bidder may be ruled "Non-Responsible" based upon Bidder's unacceptable past performance with the District. Unacceptable performance may include, but not be limited to: unresolved complaints, billing issues, any performance issue, etc. If that's the case, the District may give the opportunity to the next lower bidder.
11. **Evidence of Responsibility** Upon the request of the District, a bidder whose response is under consideration for the award of the contract shall submit promptly to the District satisfactory evidence showing the bidder's financial resources, their experience, and their organization and office facilities available for the performance of the contract.
12. **Worker's Compensation** In accordance with the provisions of Section 3700 of the Labor Code, the Vendor shall secure the payment of compensation to his employees. The Vendor shall sign and file with the District the **Certificate Regarding Workers Compensation** that is furnished with the contract documents prior to the beginning of work (see page 35 in Forms).
13. **Forfeiture for Failure to Execute Contract** In the event the bidder to whom an award is made fails or refuses to execute the contract within five (5) calendar days from the date of receiving notification that they are the bidder to whom the contract is awarded, the District may award the work to the next lowest bidder, or may call for new bids.
14. **Non-Collusion Affidavit** Bidders are required to submit an Affidavit of Non-Collusion with their response. This form is included with the RFP documents and must be dated and signed.
15. **Anti-Discrimination** It is the policy of the District that in connection with all work performed under contracts, there be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age, sexual orientation, or marital status. The Vendor agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act, beginning with Government Code Section 12900, and Labor Code Section 1735. In addition, the Vendor agrees to require like compliance by any of their subcontractors employed on the work.
16. **No Smoking** Smoking is not permitted on any District property. All vendors and their employees shall adhere to this regulation.

17. **Non Tax Exempt** Glendale Unified School District is **not** a Tax Exempt Entity.
18. **F.O.B. Destination** All bids on items shall be F.O.B. Glendale Unified School District.
19. **Pricing** Quoted prices must stay in effect for one (1) year after award of bid and may be extended upon mutual consent of District and vendor for an additional four (4) one year periods in accordance with provisions contained in the Education Code, Sections 17596 (K-12) and 81644 (Community Colleges). A maximum price increase of 5% per line item may be negotiated **subject to existing market conditions.**
20. **Multi-Year Extensions** Subject to the provisions of **Paragraph 20** (above), and pursuant to Education Code, Sections 17596 and 81644, this bid may be extended (by mutual consent expressed in writing) for four (4) additional one year increments (total potential bid life of five (5) years from Board of Education award).

The District may, at its option, increase or decrease the number of security officers or days services are needed, or change or add another District location without otherwise affecting the basic agreement.

21. **Obtaining Information** Outside sources. The District reserves the right to obtain from any and all sources information concerning a Service Provider which the District deems pertinent to this Request for Proposal and to consider such information in evaluating the Service Provider's proposal.
22. **Inspections** Upon reasonable notice to the Service Provider, the District reserves the right to make on-site inspections of the Service Provider's installations and any proposed permitted assignee's (as provided in the Agreement) facilities which the District deems pertinent and necessary to evaluate the Service Provider's proposal and to consider any information received from such inspection in evaluating the Service Provider's proposal.
23. **Proposal Costs** The District shall not be liable for any cost incurred by a Service Provider in the preparation or delivery of its response to the Request for Proposal or for any other costs incurred because of this Request for Proposal.
24. **Services Needed** The District has four (4) high schools and four (4) middle schools, one (1) education center, and various sites within the boundaries of the Glendale Unified School District which will require security guard services as such times and places needed, as directed by the District.
25. **Proposal Disclosure**
  - All proposals received shall remain confidential until a contract resulting from this Request for Proposal is signed by the District and the apparent successful Service Provider; thereafter the proposals shall be deemed public records. In the event that a Service Provider desires to have portions of its proposal remain confidential, it is incumbent upon the Service Provider to identify those portions in its transmittal letter deposited with the proposal package. The transmittal letter must identify the page, the particular exemption(s) from disclosure and the contended justification for exemption upon which it is making its claim. Each page, or part thereof, claimed to be confidential must be clearly identified by the word "confidential" printed on the lower right hand corner of the page.
  - The District will consider a Service Provider's request(s) for confidentiality; however, the District will not be bound by the assertion that a page contains confidential material. An assertion by a Service Provider that an entire volume of its proposal is confidential will not be honored. The District reserves the right to disclose all information in the proposal, even if the Service Provider requests that it remain confidential, if the District determines that disclosure is not prohibited by law or court order.
  - Until a contract resulting from this Request for Proposal is executed, no employee, agent or representative of any Service Provider shall make available or discuss its proposal with the press, any elected or appointed official or officer of the District, or any employee, agent, or other representative of the District, unless specifically allowed to do so in the Request for Proposal or in writing by the District for the purposes of clarification and evaluation.

- Service Providers shall not issue any news release(s) or make any statement to the news media pertaining to this Request for Proposal or any proposal and/or contract or work resulting therefrom without the prior written approval of the District which may be given or withheld in its sole and absolute discretion and then only in cooperation with the District.

# FORMS

ALL FORMS IN THIS SECTION MUST BE SUBMITTED IN THEIR ENTIRETY WITH APPROPRIATE SIGNATURES AND INFORMATION. ANY OMISSIONS ARE GROUNDS FOR BIDS TO BE DECLARED “NON-RESPONSIVE” AND INCOMPLETE.

No alteration to the District forms will be permitted, including substitutions, additions, deletions or interlineations without the written consent of the District, which may be given or withheld in its sole and absolute discretion. Reproduction of District documents is permitted, so long as reproduced copies are exactly identical in size, format and content as the forms prepared by the District. Any proposal submitted in altered form may result in rejection of such proposal at the option of the District.

## **FORMS Section Content**

RFP Form  
Non-Collusion Statement  
General Contract  
Vendor’s Certificate Regarding Workers Compensation  
Tuberculosis Clearance  
Reference List  
Drug-Free Workplace Certification  
Tobacco-Free Environment Certification  
Criminal Background Investigation / Fingerprinting Certification



## RFP FORM

RFP Number: **P-18 16/17 – Security Guard Services at Various Sites**  
Closing Date: **September 1, 2016, 2:00 PM**

**TO: Glendale Unified School District**, acting by and through its Governing Board, herein called **“District”**:

1. Pursuant to, and in compliance with your Notice for Bids and the other documents relating thereto, the undersigned bidder, having familiarized themselves with the terms of the contract, the local conditions affecting the performance of the contract and the cost of the work at the place where the work is to be done, and with the contract documents, specifications, addendum, and all other related documents, hereby proposes and agrees to perform, within the time stipulated, the contract, including all of its component parts, and everything required to be performed, and to provide and furnish any and all of the labor, materials, tools, expendable equipment and all utility and transportation services necessary to perform the contract and the work required in connection with Bid Number P-18-16/17 all in strict conformity with the specifications and other contract documents, including all noted addenda numbers \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ on file in the office of the Administrator, Business Services for the District.
2. It is understood that the District reserves the right to reject this RFP and that this response shall remain open and not be withdrawn for the period specified in the **Notice Calling for RFP**.
3. The names of all persons interested in the foregoing proposal as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_

**Note:** If bidder is a corporation, the legal name of the corporation shall be set forth above together with the signature of authorized officers or agents and the document shall bear the corporate seal; if bidder is a partnership, the true name of the firm shall be set forth above together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership, if bidder is an individual, his signature shall be placed above.

Notice of acceptance or request for additional information should be addressed to the undersigned at the address stated below.

**Vendor Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorized Agent (Signature):** \_\_\_\_\_

**Authorized Agent (Print):** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Authorized Agent (Title):** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

This form must be completed and submitted with your bid package.

**Non-Collusion Statement**

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

I, \_\_\_\_\_ being first duly sworn, deposes and says that I  
(Typed or Printed Name)

am the \_\_\_\_\_ of \_\_\_\_\_, the party  
(Title) (Bidder Name)

submitting the foregoing Bid Proposal (the "Bidder"). In connection with the foregoing Bid Proposal, the undersigned declares, states and certifies that:

- 1.01 The Bid Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
- 1.02 The Bid Proposal is genuine and not collusive or sham.
- 1.03 The Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone else to put in sham bid, or to refrain from bidding.
- 1.04 The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other bidder, or to fix any overhead, profit or cost element of the bid price or that of any other bidder, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
- 1.05 All statements contained in the Bid Proposal and related documents are true.
- 1.06 The Bidder has not, directly or indirectly, submitted the bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_  
(City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Name Printed or Typed

\_\_\_\_\_  
(City, County and State)

(\_\_\_\_\_)\_\_\_\_\_  
(Area Code and Telephone Number)

**Bid No. P-18-16/17 – Security Guard Services at Various Sites**

This form must be completed and submitted with your bid package.

# GENERAL CONTRACT

## RFP No. P-18-16/17 – Security Guard Services

**THIS GENERAL CONTRACT** (this "**General Contract**") is made as of DATE: \*\*\* filled in after award\*\*\*, in the County of Los Angeles, State of California, by and between the **GLENDALÉ UNIFIED SCHOOL DISTRICT** (hereinafter called the "**District**"), and **\*Service Provider Name\*** (hereinafter called "**Vendor**").

**IN CONSIDERATION OF THE MUTUAL COVENANTS AND CONSIDERATIONS STATED HEREIN**, the receipt and sufficiency of which are hereby acknowledged, the District and Vendor hereby agree as follows:

1. Vendor shall provide to the District during the 2016-17 school year, unarmed uniform security guards at various schools as requested and as certified as required below. Additionally, this contract may be extended for four (4) additional one year increments (total potential contract life of five (5) years from Board of Education award, 2021) by mutual consent of the District and vendor.
2. District agrees to pay Vendor for the above services:
  - \$ \*\*\* filled in after award \*\*\* per hour of uniform security guard service.
3. Vendor shall furnish, at his own expense, all labor, training, finger-printing, materials, equipment and other items necessary to carry out the terms of this agreement.
4. Standards of Performance. The services shall be performed by qualified, competent, and reliable personnel acceptable by the District, in accordance with the recognized best practices and industry standards, and in a manner so as to minimize the risk of injury to persons and property.
5. Hiring, Training and Supervision. Vendor shall be solely responsible for the hiring, training and supervision of its employees, in accordance with the terms and conditions of this agreement. The employees of the Vendor shall also be subject to direction from school administration.

Vendor shall supply only completely qualified personnel and shall insure that **all security personnel assigned under this contract have (in their possession at all times) a current State of California Department of Consumer Affairs Guard Registration Card.** All guards assigned to District schools must be at least twenty-one (21) years of age.

Vendor shall be responsible for and provide the District with certification of compliance with the security guard training requirements of SB 1626. This law requires completion of a twenty-four (24) hour training course for all security guards assigned to school sites twenty (20) or more hours per week. The course must follow the curriculum developed by the Department of Consumer Affairs' Bureau of Security and Investigation Services (BSIS) and the Commission on Peace Officers Standards and Training (POST). The District, in addition, requires that all guards providing service in any District/School assignment, regardless of the number of hours assigned, be SB1626 certified.

**Guards must have successfully completed this training before being assigned to District schools.**

Special Note: There are no exceptions to the Guard Registration Card or the SB 1626 training requirements specified in this contract. Failure to comply with these or other contract provisions may result in immediate termination of this contract with notice of this termination provided to the California Department of Consumer Affairs and such other local and state agencies that may govern the licensing or business operation of the contractor. Additionally, the Vendor will be assessed a \$1,000 penalty for each occurrence.

6. **TB and Fingerprint Clearance.** Vendor will insure that all security guards assigned in conjunction with this contract have current TB and Fingerprint clearance. **There is absolutely no exception to this requirement.**
7. Records and Reports. Vendor and designated supervisory personnel shall be available at all times to report to and confer with District's designated representatives. Contractor shall submit to District such records and reports as may be requested or such other records and reports as District may require.
8. Independent Contractor. Vendor is engaged as an independent Contractor, and all persons employed to furnish the services shall be employees of the Vendor, not of District, and shall be subject to the direct control of the Vendor. Vendor shall be solely responsible for paying the salaries, taxes (including, but not limited to, federal social security and Medicare taxes, required unemployment taxes), workers' compensation insurance premiums, and all other expenses relating to its employees.
9. Vendor agrees to defend, indemnify and hold harmless the District, its Governing Board, employees and agents from any and all liability or loss arising in any way out of Vendor's performance of this agreement, including but not limited to any claim due to injury and/or damage sustained by Vendor, and/or Vendor's employees or agents.
10. It is understood that the employees of the Vendor are not covered by Workers' Compensation Insurance carried by the District and that Vendor must maintain this insurance in accordance with state requirements. For purposes of Worker's Compensation coverage, the District shall be named and treated as a special employer of those employees of the Vendor who are assigned to District facilities.
11. The Vendor shall maintain insurance satisfactory to the District and as set forth below during the contract period. Not less than fifteen (15) days before new or renewed coverage is required, the Vendor shall furnish Certificates of Insurance with a **separate endorsement** naming the District as an additional insured for each policy on liability coverage, and Certificate of Insurance for Workers' Compensation coverage. The Certificates shall provide that a 30-day prior notice of cancellation will be given the District. Public liability insurance shall be maintained to protect the Vendor and, as an additional insured, the District, its Governing Board, its officers, its agents, and its employees from any claims for damages for personal injury or death, and from damage to property which may arise from operations of the Vendor under this contract. Such insurance shall have a minimum combined single limit of two million dollars (\$2,000,000). Workers' Compensation Insurance shall be maintained as required by law and as will protect the Vendor from claims which may arise from his operations under the contract. The Vendor shall furnish 90 days advance notice to the District in the event of cancellation of or material change in the coverage as certified by the Vendor.
12. Security Personnel:  
  
Employees. Vendor shall maintain insurance against the dishonest acts of contractor's employees. Vendor personnel assigned to District schools must be twenty-one (21) years of age or older, and no guard be assigned to work on any District campus or event who has been charged with or convicted of a crime or is on court-ordered or monitored probations.  
  
CA Business License Number    PPO: \*\*\* filled in after award \*\*\*
13. Termination of Contract for Convenience: Notwithstanding anything to the contrary stated in the Contract Documents, the District may terminate the Contract for convenience at any time upon thirty (30) calendar days' prior written notice to the Vendor. Upon receipt of any such notice of termination for convenience, the Vendor shall immediately, in accordance with the instructions from the District, proceed as follows:
  - A. Cease operations as specified in the notice; provided that, the District, in its sole and absolute discretion, may require the Vendor to complete any Work necessary to facilitate transfer of the Vendor's responsibilities to another Vendor;
  - B. Proceed to complete the performance of Work not terminated;

- C. Upon such termination, the District's total obligation to the Vendor shall be limited to payment for all Work completed. The Vendor hereby waives and forfeits all other claims for payment and damages, including, without limitation, any claim for anticipated profits.
- D. The District shall be credited for any payment previously made to the Vendor for any portion of the Work which has not been provided and/or claims which the District has against the Vendor under the Contract (or any other amounts that the District may withhold or offset against the Vendor Price pursuant to the Contract Documents.
- E. Final payment to the Vendor hereunder shall be made upon receipt and approval of a final Vendor Payment Request from the Vendor.

All of the above-listed Contract Documents are intended to be complimentary. Work required by any one of the above-named items and not required by another shall be performed as if required by all.

**IN WITNESS WHEREOF**, this General Contract has been duly executed by the above named parties, on the day and year first above written.

**DISTRICT:**

**GLENDALÉ UNIFIED SCHOOL DISTRICT**

\*\*\* signed after award\*\*\*

\_\_\_\_\_

**Robert McEntire,  
Chief Business and Financial Officer**

**VENDOR:**

**\*Vendor Name\***

\*\*\* signed after award\*\*\*

\_\_\_\_\_

NAME: \*\*\* filled in after award\*\*\*

TITLE: \*\*\* filled in after award\*\*\*

Authorized Officers  
or Agents  
(CORPORATE SEAL)

**I have read all terms of the "General Contract" and will accept these terms as outlined if awarded this bid:**

Vendor Name: \_\_\_\_\_

Authorized Agent (Signature): \_\_\_\_\_

Authorized Agent (Print): \_\_\_\_\_

Authorized Agent (Title): \_\_\_\_\_

This form must be completed and submitted with your bid package.

**VENDOR'S CERTIFICATE  
REGARDING WORKERS' COMPENSATION**

Labor Code Section 3700:

"Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.
- (c) \* \* \* \* \*

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this contract.

VENDOR NAME: \_\_\_\_\_

AUTHORIZED AGENT (SIGNATURE): \_\_\_\_\_

AUTHORIZED AGENT (PRINT): \_\_\_\_\_

AUTHORIZED AGENT (TITLE): \_\_\_\_\_

(In accordance with Article 5 {commencing at Section 1860}, Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

**Bid No. P-18 16/17 – Security Guard Services at Various Sites**

This form must be completed and submitted with your bid package.

## TUBERCULOSIS CLEARANCE

The undersigned does hereby certify to the Governing Board of the District as follows:

I am a representative of the \_\_\_\_\_ (“Contractor”) currently entering into this Agreement with the District and I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Contractor.

Contractor’s responsibility for tuberculosis clearance extends to all of its employees, subcontractors, and employees of subcontractors coming into contact with District students regardless of whether they are designated as employees or acting as independent contractors of the Contractor.

Contractor certifies that at least one of the following items applies to the Services that are the subject of the Agreement:

- The Contractor has complied with the tuberculosis requirements of Education Code Section 49406.1 with respect to all Contractor's employees and all of its subcontractors’ employees who may have contact with District students in the course of providing Services pursuant to the Agreement, and the California Department of Justice has determined that none of those employees has active tuberculosis, as that term is defined in Education Code Section 45122.1. A complete and accurate list of Contractor's employees and of all of its subcontractors' employees who may come in contact with District students during the course and scope of the Agreement is attached hereto; and/or
  
- Contractor’s Services under the Agreement are to be provided at an unoccupied school site only and/or will not be done on any District property and no employee and/or subcontractor or supplier of any tier of Agreement shall come in contact with District students.

Date: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

**Bid No. P-18 16/17 – Security Guard Services at Various Sites**

This form must be completed and submitted with your bid package.

## Reference List

**P-18-16/17- Security Guard Services at Various Sites**

**Vendor Name:** \_\_\_\_\_

**Bid No.: P-18-16/17**

Owner:	
Contact:	
Phone number:	
Value of Contract:	Description of Contract:

Owner:	
Contact:	
Phone number:	
Value of Contract:	Description of Contract:

Owner:	
Contact:	
Phone number:	
Value of Contract:	Description of Contract:

Owner:	
Contact:	
Phone number:	
Value of Contract:	Description of Contract:

Owner:	
Contact:	
Phone number:	
Value of Contract:	Description of Contract:

This form must be completed and submitted with your bid package.



**Drug-Free Workplace Certification**

PROJECT/CONTRACT NO.: RFP P-18-16/17 between Glendale Unified School District (the “District” or the “Owner”) and \_\_\_\_\_ (the “Contractor” or the “Bidder”) (the “Contract” or the “Project”).

This Drug-Free Workplace Certification form is required from the successful Bidder pursuant to Government Code sections 8350 et seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract or grant for the procurement of any property or service from any state agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract or grant awarded by a state agency may be subject to suspension of payments or termination of the contract or grant, and the contractor or grantee may be subject to debarment from future contracting, if the contracting agency determines that specified acts have occurred.

The District is not a “state agency” as defined in the applicable section(s) of the Government Code, but the District is a local agency and public school district under California law and requires all contractors on District projects to comply with the provisions and requirements of Government Code sections 8350 et seq., the Drug-Free Workplace Act of 1990.

Contractor shall certify that it will provide a drug-free workplace by doing all of the following:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person’s or organization’s workplace and specifying actions which will be taken against employees for violations of the prohibition;
2. Establishing a drug-free awareness program to inform employees about all of the following:
  - a. The dangers of drug abuse in the workplace.
  - b. The person’s or organization’s policy of maintaining a drug-free workplace.
  - c. The availability of drug counseling, rehabilitation, and employee-assistance programs.
  - d. The penalties that may be imposed upon employees for drug abuse violations.
3. Requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required above, and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code section 8355 listed above and will publish a statement notifying employees concerning (a) the prohibition of controlled substance at the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the contract be given a copy of the statement required by section 8355(a), and requiring that the employee agree to abide by the terms of that statement.

I also understand that if the District determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of section 8355, that the Contract awarded herein is subject to termination, suspension of payments, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of section 8350 et seq.

I acknowledge that I am aware of the provisions of Government Code sections 8350 et seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

Date: \_\_\_\_\_

Proper Name of Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Tobacco-Free Environment Certification**

PROJECT/CONTRACT NO.: RFP P-18-16/17 between Glendale Unified School District (the “District” or the “Owner”) and \_\_\_\_\_ (the “Contractor” or the “Bidder”) (the “Contract” or the “Project”).

This Tobacco-Free Environment Certification form is required from the successful Bidder.

Pursuant to, without limitation, 20 U.S.C section 6083, Labor Code section 6400 et seq., Health & Safety Code section 104350 et seq. and District Board Policies, all District sites, including the Project site, are tobacco-free environments. Smoking and the use of tobacco products by all persons is prohibited on or in District property. District property includes school buildings, school grounds, school owned vehicles and vehicles owned by others while on District property.

I acknowledge that I am aware of the District’s policy regarding tobacco-free environments at District sites, including the Project site and hereby certify that I will adhere to the requirements of that policy and not permit any of my firm’s employees, agents, subcontractors, or my firm’s subcontractors’ employees or agents to use tobacco and/or smoke on the Project site.

Date: \_\_\_\_\_  
Proper Name of Contractor: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

END OF DOCUMENT

**Bid No. P-18 16/17 – Security Guard Services at Various Sites**

This form must be completed and submitted with your bid package.

**Criminal Background Investigation / Fingerprinting Certification**

PROJECT/CONTRACT NO.: RFP P-18-16/17 between Glendale Unified School District (the "District" or the "Owner") and \_\_\_\_\_ (the "Contractor" or the "Bidder") (the "Contract" or the "Project").

The undersigned does hereby certify to the governing board of the District that:

- (1) He/she is a representative of the Contractor,
- (2) He/she is familiar with the facts herein certified,
- (3) He/she is authorized and qualified to execute this certificate on behalf of Contractor; and
- (4) That the information in this Criminal Background Investigation / Fingerprinting Certification is true and correct.

1. **Education Code.** Contractor has taken at least one of the following actions with respect to the Project (check all that apply):

\_\_\_\_\_ The Contractor has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Contractor's employees and all of its subcontractors' employees who may have contact with District pupils in the course of providing services pursuant to the Contract, and the California Department of Justice ("DOJ") has determined (per the DOJ process for Applicant Agencies described more fully on its website, located at: <http://oag.ca.gov/fingerprints/agencies>) that none of those employees have been convicted of a felony, as that term is defined in Education Code section 45122.1. A complete and accurate list of Contractor's employees and of all of its subcontractors' employees who may come in contact with District pupils during the course and scope of the Contract is attached hereto; and/or

\_\_\_\_\_ Pursuant to Education Code section 45125.2, Contractor has installed or will install, prior to commencement of work, a physical barrier at the Project site, that will limit contact between Contractor's employees and District pupils at all times; and/or

\_\_\_\_\_ Pursuant to Education Code section 45125.2, Contractor certifies that all employees will be under the continual supervision of, and monitored by, an employee of the Contractor who the California Department of Justice has ascertained has not been convicted of a violent or serious felony. The name and title of the employee who will be supervising Contractor's employees and its subcontractors' employees is:

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

\_\_\_\_\_ The Work on the Contract is at an unoccupied school site and no employee and/or subcontractor or supplier of any tier of Contract shall come in contact with the District pupils.

2. **Megan's Law (Sex Offenders).** I have verified and will continue to verify that the employees of Contractor that will be on the Project site and the employees of the Subcontractor(s) that will be on the Project site are **not** listed on California's "Megan's Law" Website (<http://www.meganslaw.ca.gov/>).

Contractor's responsibility for background clearance extends to all of its employees, subcontractors, and employees of subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of the Contractor.

Date: \_\_\_\_\_

Proper Name of Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

END OF DOCUMENT

## GENERAL CONDITIONS

1. Services may be commenced on the date stated in the District's Contract, which date may be on or about November 1, 2016 (or when the Board finalizes the start date of School).
2. Insurance - The Service Provider shall provide and maintain the following insurance coverage amounts, naming the Glendale School District as Additional Insured by Endorsement, as set forth below:

Workers Compensation Insurance

In accordance with limits established by law.

Employers Liability Insurance: \$1,000,000

Commercial General Liability Insurance

Per Occurrence \$2,000,000

Aggregate \$5,000,000

Automobile Liability Insurance \$1,000,000

- A minimum 30 day notice of cancellation is required. The Insurance Certificate/Additional Insured section is usually project specific. **The Vendor cannot commence without such proof of insurance.** If the District is damaged by failure of the Vendor to maintain such insurance, it may recover as stipulated elsewhere in the Contract Documents for recovery of damages. District may insure its own interest if Vendor fails to effect or maintain insurance.
3. The number of executed copies of the contract required is three (3) copies.
  4. **TERMS OF CONTRACT:** It is understood that the successful bidder will be required to provide security guard services as outlined on the specifications for the Glendale Unified School District and quoted prices must stay in effect for one (1) year after award of bid and may be extended upon mutual consent of District and vendor for an additional four (4) one year increments in accordance with provisions contained in the Education Code, Sections 17596 (K-12) and 81644 (Community Colleges).
  5. **NON TAX EXEMPT:** Glendale Unified School District is NOT a Tax Exempt Entity.
  6. **NO OTHER CHARGES:** No charge for parking or for any other purpose will be allowed over and above the prices bid.
  7. **ASSIGNMENT OF CONTRACT:** No assignment by the Vendor of any contract to be entered into hereunder or any part thereof, or of funds to be received there under by the Vendor, will be recognized by the District unless such assignment has had the prior written approval of the District and the surety (if applicable) has been given due notice of such assignment in writing and has consented thereto in writing.
  8. **LICENSES:** It is expressly understood that the Vendor assumes sole responsibility for the observances of, and so observes and complies with all provisions of federal, state, and local laws relating to or governing the operation of security guard services. All licenses and permits required shall be obtained and paid for by the Vendor.

9. TAXES: The Vendor assumes complete liability for all taxes applicable to the operations, income and transactions of the Vendor. The District shall not be liable and will not make reimbursement to the Vendor for any tax imposed whether directly or indirectly upon the Vendor by any authority by reason of the contract or otherwise.
10. FINANCIAL RECORDS OF OPERATIONS: The Vendor shall maintain financial records in accordance with standard accounting practices and procedures and shall make said financial records and supporting data and documents available for inspection, reproduction and audit by the District at its request. All records, data and documents shall be retained for five (5) years after the end of each contract year.
11. SUPERVISION: Vendor shall provide, at all times, adequate and expert managerial and administrative supervision for its employees. The Principal for each site or a duly designated representative shall coordinate all activities connected with the provision of services specified in the contract and shall meet with the assigned vendor's representative(s) at least on a quarterly basis to coordinate enforcement of District's policy, the implementation of suggestions and requests, and the prompt resolution of complaints. It will be the responsibility of the Vendor to respond, in writing if so requested, to inquiries, requests for change, and recommendations.
12. TIME OF COMPLETION: The Vendor shall begin performance of the Contract promptly upon due execution and delivery to the District of the Contract. The Vendor is obligated to completely and satisfactorily perform the Contract within the period or periods specified in the Contract documents.
13. FIRE ARMS: Fire arms are not permitted at any time on District property. All security services personnel shall adhere to this District regulation.
14. ATTORNEYS' FEES: If suit is brought by either party to this Contract to enforce any of its terms (including all component parts of the contract documents), and the District prevails in such suit, the Vendor shall pay all litigation expenses incurred by the District, including attorneys' fees, court costs, expert witness fees and investigation expenses.
15. VENDOR IS NOT AN OFFICER, EMPLOYEE, OR AGENT OF THE DISTRICT: While engaged in carrying out and complying with the terms and conditions of this Contract, the Vendor is an independent contractor, and is not an officer, employee or agent of the District.
16. TERMINATION OF CONTRACT FOR CONVENIENCE: Notwithstanding anything to the contrary stated in the Contract Documents, the District may terminate the Contract for convenience at any time upon ten (10) calendar days' prior written notice to the Vendor. Upon receipt of any such notice of termination for convenience, the Vendor shall immediately, in accordance with the instructions from the District, proceed as follows:
  - A. Cease operations as specified in the notice; provided that, the District, in its sole and absolute discretion, may require the Vendor to complete any Work necessary to facilitate transfer of the Vendor's responsibilities to another Vendor;
  - B. Proceed to complete the performance of Work not terminated;
  - C. Upon such termination, the District's total obligation to the Vendor shall be limited to payment for all Work completed. The Vendor hereby waives and forfeits all other claims for payment and damages, including, without limitation, any claim for anticipated profits.
  - D. The District shall be credited for any payment previously made to the Vendor for any portion of the Work which has not been provided and/or claims which the District has against the Vendor under the Contract (or any other amounts that the District may withhold or offset against the Vendor Price pursuant to the Contract Documents.
  - E. Final payment to the Vendor hereunder shall be made upon receipt and approval of a final Vendor Payment Request from the Vendor.

**SECURITY GUARD SERVICES AT VARIOUS SITES**

**RFP #P-18-16/17**

**RFP SPECIFICATIONS**

School Site Security Guards (Tentative listing for 2016-2017)\*

A. Representative Assignment Locations

	<u>Approximate No. of Guards</u>	<u>Approximate Total Hours Per Day_____.</u>
Clark Magnet High School	TBD	TBD
Crescenta Valley High School	”	”
Glendale High School	”	”
Hoover High School	”	”
Roosevelt Middle School	”	”
Rosemont Middle School	”	”
Toll Middle School	”	”
Wilson Middle School	”	”
Pacific Avenue Education Center	”	”
Other sites as needed	”	”

\* Subject to school site needs. The District will provide vendor with prior notice of hours or staffing changes.

B. Hours

8 hours paid  
8-1/2 hour assignment - 30 minute lunch  
(2) 10 minute breaks

C. Calendar

The school year, not including summer school or extended year or summer programs, is approximately 180 days. Vendor will be provided with a school calendar noting minimum days, holidays, and non-student days.

D. Accepted Guard Personnel

Those personnel meeting all uniform, appearance, standards of conduct, security, and training requirements. All guards are required to be SB 1626 certified regardless of the number of hours assigned to any District/School assignment.

E. Duties

All uniform security guards will perform the following function and duties.

Patrol assigned areas.

Interact with students in a professional manner.

Operate radio-transmitting equipment.

Provide information, as directed, to public and visitors.

Prevent loss, damage, or misuse of property.

Monitor overall safety of the location.

Report any unusual incidents or hazardous conditions.

Any additional duties, which District and vendor agree upon.

Patrol and secure all access to the location.

Respond to all routine and emergency procedures as directed.

F. Reports

The following written reports are prepared daily.

Daily log entries

Incident reports

Patrol reports

Fire watch

G. Uniforms

While on duty, all guard personnel must wear a complete uniform of the type prescribed below. Shoes must be shined and all items of clothing must fit well and be clean, neat and pressed, if appropriate. Each employee must be issued a uniform by the vendor to include the following items:

Dark Navy or Black Jacket with Patches on Both Arms and Security Marking  
on the Back

White Shirt with Patches on Both Arms

White T-Shirt

Dark Navy or Black Trousers

Black Sam Brown Belt

Black Shoes, Service Boots

Security Badge

Yellow Rain Gear with Security Letters on the Back

H. Guards are also required to be interviewed and approved by the individual schools.

I. Keys must not be duplicated without District approval. Guards should return keys and other school property at the end of their shift.

J. Standards of Conduct

The Vendor must maintain satisfactory standards of employee competency, conduct, appearance, and integrity, and for taking such disciplinary action against his/her employees as may be necessary. Each Vendor employee is expected to adhere to standards of conduct that reflect credit on themselves, their employer and the District. The District reserves the right to direct the Vendor to remove an employee from the work site for failure to comply with the standards of conduct. The Vendor must initiate immediate action to replace such an employee to maintain continuity of services at no additional cost to the District.

1. Appearance. The District requires a favorable image and considers it to be a major asset of a security agency. The employee's attitude, courtesy, and job knowledge are influential in creating a favorable image.
2. Neglect of Duties. Neglect of duties must not be condoned. This includes sleeping on duty, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours, and refusing to render assistance or cooperate in upholding the integrity of the work site security.
3. Disorderly Conduct. Use of abusive or offensive language, quarreling, and intimidation by words, actions, or fighting must not be condoned. Also included is participation in disruptive activities, which interfere with normal and efficient District operations.
4. Intoxicants. The Vendor must not allow any employee (while on duty) to possess, sell, consume, or be under the influence of intoxicants, drugs, or substances, which produce similar effects.
5. Criminal Actions. Vendor employees may be subject to criminal actions as allowed by law in certain circumstances. These include, but are not limited to, the following:
  - a) Falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records or concealment of material facts by willful omission from official documents or records.
  - b) Unauthorized use of District property, theft, vandalism, or immoral conduct.
  - c) Unethical or improper use of official authority or credentials.
  - d) Security violations.



**SECURITY GUARD SERVICES AT VARIOUS SITES**

**RFP #P-18-16/17**

**SERVICE PROVIDER QUESTIONNAIRE**

**TO THE BIDDER:**

The following questionnaire is a part of the complete bid and must be submitted as such. The information provided therein will be used solely for evaluating the qualifications of the Bidder and their organization to carry out satisfactorily the terms and conditions of the bid. This questionnaire must be filled out accurately, completely and submitted with the bid. Any errors, omissions of fraudulent information may be considered as a basis for the rejection of the bid and may be grounds for the cancellation of any subsequent agreement executed as a result of the bid or bids involved. Each bidder will be evaluated on a 1 to 10 scale (10 being the most qualified and/or desirable) which will carry a weighting of **20%** in the evaluation process.

1. **SERVICE PROVIDER’S FACILITY** Attach listing if more than one (1) location.

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Web Site: \_\_\_\_\_

Agency Affiliation: \_\_\_\_\_

2. **EXPERIENCE**

Number of years experience in providing this type of guard services: \_\_\_\_\_ years

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This form must be completed and submitted with your bid package.

SERVICE PROVIDER QUESTIONNAIRE – continued

3. BIDDER QUALIFICATIONS

Provide, (**include with bid**) sufficient information regarding your firm’s qualifications to provide for the District’s security guard services. You may include supporting literature and attachments which the District may use to establish the responsibility and capacity of your firm to meet District requirement. At minimum, include:

- A. CA Business License Number:  
(attach certification) PPO\_\_\_\_\_
  
- B. Labor employed by your company: Employees SB 1626 Crt
  - # of full time employees \_\_\_\_\_
  - # of full time managers \_\_\_\_\_
  - # of full time supervisors \_\_\_\_\_
  - # of full time guards \_\_\_\_\_
  - # of part time guards \_\_\_\_\_
  - # of W-2 forms issued last year \_\_\_\_\_
  - # of 1099s issued last year \_\_\_\_\_
  
- C. Insurance:
  - 1. Commercial General Liability Amounts  
Combined single limit bodily injury & property damage \_\_\_\_\_
  - 2. Comprehensive Automobile Liability  
Combined single limit bodily injury & property damage \_\_\_\_\_
  - 3. Worker’s Compensation Umbrella \_\_\_\_\_
  
- D. Are your employees a member of a union?
  
- E. References for five (5) similar contacts with school districts within the last three (3) years.
  
- F. If subcontracted labor was utilized in the references above, please indicate the name of the subcontractor.
  
- G. Indicate principals of the firm and form of ownership.
  
- H. Define the different responsibilities of personnel as listed in the Rate Schedule Section.

This form must be completed and submitted with your bid package.

SERVICE PROVIDER QUESTIONNAIRE – continued

- I. Within what time will the District or School representative receive a call back when problems are reported?
- J. What happens when a guard does not report for duty and you receive a call from the school or district office? What is the minimum and maximum time it will take to find a substitute guard?
- K. Do you have a system that requires a guard to report to you that they will be absent? If so, how is that absence reported to the District/School and the name of the replacement given?
- L. Will you prohibit guards that are rejected from one site from being reassigned to another GUSD site?
- M. Does your company have a direct representative that is reachable directly at any time and is that representative able to make decisions that would rectify any problem?
- N. What is your process in doing background checks?
- O. “Response Time” is defined as the time allowed the Vendor/Firm after initial notification of work requirement to be physically on the premises at the school site with appropriate equipment and materials, ready to perform the work required.  
  
What is your minimum and maximum response time when receiving a call?
- P. What sets your firm apart from other firms? Why should your firm be considered to service the District?
- Q. Why is your firm more qualified than other firms to service schools?
- R. What additional training do you provide to your guards that is school specific?
- S. How do you monitor the individual security guard’s time sheet?

This page must be completed and submitted with your bid package.

**SECURITY GUARD SERVICES AT VARIOUS SITES**

**RFP No. P-18-16/17**

**RATE SCHEDULE**

**TO THE BIDDER**

1. All bids should include costs for all item listed below A-C.
2. All "Unit Costs" bids shall exclude any applicable taxes.
3. Any remarks, additions, or exceptions attached to the bid which conflict with terms and conditions herein, may cause it to be ruled "non-responsive."
4. Bidder must be capable of bidding on all line items included in the Rate Schedule. Bidder not bidding on all line items may be considered "non-responsive."
5. When filling in the Rate Schedule's information/unit costs, the Bidder should either **type** or **print** legibly in **black** ink. If the information/unit cost is illegible, that item may not be considered for an award.
6. The minimum hourly charge, if any \_\_\_\_\_.
7. The rates quoted shall include minimum charge.
8. The Rate Schedule will carry a weight of **50%** in the evaluation process.

<u>ITEM NO.</u>	<u>SERVICE DESCRIPTION</u>	<u>REGULAR HOURLY UNIT COST</u>	<u>OVERTIME/ HOLIDAY HOURLY UNIT COST</u>
A.	<b>UNARMED GUARD</b>	\$ _____ /HR	\$ _____ /HR
B.	<b>UNARMED VEHICLE PATROL SERVICE</b>	\$ _____ /HR	\$ _____ /HR
C.	<b>UNARMED VEHICLE PATROL/STOP</b>	\$ _____ /HR	\$ _____ /HR

This form must be completed and submitted with your bid package.

# SECURITY GUARD SERVICES AT VARIOUS SITES

RFP #P-18-16/17

## MANAGEMENT INTERVIEWS

### TO THE BIDDER

**Management Interviews:** The District's evaluation committee will interview the four top scoring responsible bidders who will be directly responsible for managing the contract, if awarded, on behalf of the bidder. The management interviews will be assigned a rating between 1 to 10 and will carry a weight of **20%** in the overall evaluation process. The management interview criteria, in no particular order of weight or priority, are as follows:

- Qualifications and Experience
- Management Concepts
- Job Knowledge
- Transition Plan
- Responsiveness During Interview
- Quality of Staff

In addition, bidders may be asked to bring certain documents and/or other representations of their company to the interview.

The District may elect, in its discretion, to reject any or all bids after the management interviews if it determines that the bidder(s) does/do not satisfy the District's security guard services standards and requirements.

After the four our remaining bidder have received a rating for its Questionnaire, Rate Schedule, and Management Interviews, the District will calculate the bidder's overall qualification/desirability rating by averaging the ratings in accordance with the weighting described on page 14 #10. For example, assume a bidder receives a rating of 9 on its questionnaire, 7 on its rate schedule, and 6 on its management interviews, the bidder's overall qualification/desirability rating would be 7.2 calculated as follows:

### SAMPLE EVALUATION

<u>Category</u>	<u>Weight</u>		<u>Rating</u>	<u>Total</u>
Questionnaire	20	x	9	180
Rate Schedule	60	x	7	420
Management Interviews	20	x	6	120
TOTAL	100			720
<b>OVERALL QUALIFICATION/DESIRABILITY RATING = 7.2 (720/100)</b>				

## **EXHIBIT A”**

### **LOCATION of SCHOOL SITES and CONTACT PERSON**

Glendale High School  
1440 East Broadway, Glendale, CA 91205  
Principal: Dr. Monica Makiewicz  
(818) 242-3161

Hoover High School  
651 Glenwood Road, Glendale, CA 91202  
Principal: Jennifer Earl  
(818) 242-6801

Clark Magnet High School  
4747 New York Avenue, La Crescenta, CA 91214  
Principal: Douglas Dall  
(818) 248-8324

Crescenta Valley High School  
2900 Community Avenue, La Crescenta, CA 91214  
Principal: Dr. Linda Junge  
(818) 249-5871

Roosevelt Middle School  
222 East Acacia Avenue, Glendale, CA 91205  
Principal: Dr. Mary Mason  
(818) 242-6845

Toll Middle School  
700 Glenwood Road, Glendale, CA 91202  
Principal: Dr. Thomas Crowther  
(818) 244-8414

Wilson Middle School  
1221 Monterey Road, Glendale, CA 91206  
Principal: Dr. Chris Coulter  
(818) 244-8145

Rosemont Middle School  
4725 Rosemont Avenue, La Crescenta, CA 91214  
Principal: Dr. Cynthia Livingston  
(818) 248-4224

Student Support Services  
223 North Jackson Street, Glendale, CA 91206  
Dr. Scott Anderle, Assistant Director, Student Support Services

Facility & Support Operations  
Kent Smith, Director  
(818) 242-0003

Accounts Payable Department  
Eufrocina Liwanag-Cruz, Supervisor  
(818) 241-3111