



REQUEST FOR PROPOSAL
Security Guard Services

About Achievement Prep

Achievement Prep is an award winning, high-performing, college-preparatory public charter school located in Southeast Washington, DC. The Achievement Prep Wahler Place Campus is comprised of our flagship middle school (serving approximately 480 scholars in grades 4-8) and our elementary school (serving approximately 430 scholars in grades PS-3). In addition to our scholars, we host a staff of approximately 120 adults. Our mission is to prepare students to excel as high-achieving scholars and leaders in high school, college, and beyond.

Please visit www.achievementprep.org to learn more about us.

Solicitation Overview

Achievement Prep is soliciting proposals for **Security Guard Services** for its Wahler Place Campus located at 908 Wahler Place SE, Washington, DC 20032. The awarded vendor will provide security guard staffing for front desk reception, visitor intake, campus-wide patrol services throughout the day and will be responsible for securing the facility at the end of each night. Coverage will consist of two (2) FTEs during the day and one part-time security officer each evening.

Scope of Work:

The below listed work requirements will be incorporated into the contract for Security Guard Services. Proposal responses will be considered as acceptance of these requirements to the Security Guard Service Agreement. Vendors must be capable of meeting the following service level specifications:

- Serve as the front desk and visitor intake manager
- Issuing visitor passes and administering procedures for granting or denying admittance
- Providing visitor notification to employees by phone or phone paging systems
- Operating telephone, video surveillance monitoring, computer, or other systems incorporated into the security officer position
- Monitoring and controlling visitor traffic in the lobby by keeping noise, behavior and occupancy to a respectable level
- Provide assistance, directions, answer questions and serve as a central source of information for visitors and vendors
- Perform additional duties unique to specific posts as required by Achievement Prep
- Guards will not carry weapons of any kind
- Remaining alert and aware of their surroundings at all times
- Completing incident reports with each occurrence
- Support arrival and dismissal procedures – including traffic support and lobby management
- Administering barring notices and preventing barred trespassers from entering the property
- Being familiar with building alarm systems and initiating emergency calls or reset system as required
- Detecting trespassers/unauthorized guests and administering procedures to vacate or evict them from the premises
- Responding to requests from employees throughout the facility for assistance of a security nature

Achievement Prep Network Office



- Initiating calls for police or other emergency services as necessary
- Administering and assisting in the proper fire, bomb threat, or other imminent danger evacuation procedures
- Administering evening lockdown procedures - securing all doors, windows and perimeter gates
- Making hourly facility perimeter checks as well as at the beginning and end of each shift
- Making hourly rounds throughout the campus and in general vicinity in front of lobby to make presence known
- Reporting any unsafe conditions or hazards

General Service Specifications:

These requirements will be incorporated into the contract for Security Guard Services. Proposal responses will be considered acceptance of these requirements to the Security Guard Service Agreement. Vendors must be capable of meeting the following service level specifications:

- Vendor will provide supervision for all guards and the supervisor will serve as a liaison between the vendor and Achievement Prep with respect to any and all issues, concerns, and relevant information including communicating Achievement Prep policies and procedures to the other guards and enforcing those policies and procedures with respect to its guards.
- Guards will need to be equipped with uniforms that foster a professional consistent appearance
- Uniforms will be provided by the vendor
- Achievement Prep will reserve the right, at its sole discretion, to require the vendor to remove any guard for any lawful reason and request a suitable replacement from the vendor.
- Vendor will be responsible for the hiring and training of all guards, including any replacement of existing guards
- Achievement Prep will not pay for training costs
- To the extent permitted by law, and at vendor's sole cost and expense, vendor shall be responsible for conducting criminal background checks on all guards used to perform any services for Achievement Prep and for certifying to Achievement Prep that there is nothing revealed by such background checks of said guards that would create a reasonable doubt about the utilization of same for the services in a safe manner and with proper regard for the security of Achievement Prep and its employees, scholars, parent's, affiliates, vendors and other stakeholders.
- Vendor shall be responsible for certifying that any and all guards whose background checks indicate the following convictions shall not be assigned to CLIENT or any of its affiliates or subsidiaries:
 - Any felony conviction
 - Any conviction resulting in time spent in jail
 - More than one misdemeanor of any kind (excluding traffic violations)
 - Any sex offense
 - Any offense involving a weapon
 - Any offense involving violence
 - Any crime against a previous employer
 - Any crime involving fraud, theft, deception, etc.

PRE-QUALIFICATION



All bidders must have prior experience providing security services for a school or other public institution of comparable.

Insurance Requirements:

Vendor, at its sole cost and expense, shall at all times during the term of the Agreement, carry and maintain the following insurance coverage with insurance companies authorized to do business within the District of Columbia. Before commencing work, Vendor shall furnish Achievement Prep with certificate(s) of said insurance policy or policies and shall assume responsibility for placement and renewal of all such policies.

- Commercial general liability insurance, on an occurrence form, adequate to protect the interest of the parties hereto, which shall name Achievement Prep as additional insureds; shall waive all rights of subrogation against Achievement Prep and shall be the primary liability insurance, and not excess over any liability policy carried by Achievement Prep, for all claims or liabilities arising from, or incidental to this Agreement. General liability risks and key exposures to be covered shall include, but not be limited to, the property and vendor's operations in connection with the Property, blanket contractual, personal injury, and completed operations. The limits of each policy shall not be less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage.
- Workers' Compensation insurance in full compliance with all applicable state and federal laws and regulations covering all employees of vendor. Coverage shall include employer's liability insurance in an amount of not less than \$500,000.
- Umbrella liability insurance written on an occurrence form; providing coverage in an amount of not less than \$1,000,000. Such insurance shall be in excess of all liability coverages required herein; and shall name Achievement Prep as additional insureds, and shall waive all rights of subrogation against Achievement Prep.

FORM OF PROPOSAL

Proposals should consist of the following information:

1. Statement of interest in the Project
 - Identification of the point of contact for this RFP process with telephone number and email address
 - Contact information for any sub-consultants or subcontractors
 - Signature of a duly authorized principal
2. Proposed task schedule addressing the scope of the work as outlined.
3. Proposed staffing model to address the scope of the work as outlined.
4. Descriptions of similar contracts within the last four years with the following details:
 - Project name, school name, and location
 - Reference contact name and phone number
 - Gross square feet of the associated green space and snow treatment footprint
 - General program elements
5. Description of approach to managing service schedule



6. Fee structure and fee range proposed for the services.

SUBMISSION OF PROPOSAL

Proposals should be submitted by email to bids@achievementprep.org with a size limit of 7 MB. Submission of paper copies is optional. Paper copies can be sent to:

Gregory Gaines
Chief Operating Officer
Achievement Prep
Network Office
908 Wahler Place SE
Washington, DC 20032

SELECTION SCHEDULE

RFP distribution: Friday, July 6th, 2018

Submission deadline: Friday, July 27th, 2018 – 5:00pm

Interviews and building tours may be scheduled upon request. Candidates will be notified of interview timing and nature, if applicable during this process. Achievement Prep reserves the right to reject any proposals at any point during the selection process. Achievement Prep also reserves the right to approve all sub-consultants, subcontractors and project team members. The contract will be awarded to the firm, which in Achievement Prep's judgment, best represents the interests of Achievement Prep.

QUESTIONS

Please address inquiries concerning this RFP to:

Gregory Gaines
Chief Operating Officer
Achievement Prep
Network Office
908 Wahler Place SE
Washington, DC 20032

202.562.1214 (phone)

202.562.1219 (fax)

ggaines@achievementprep.org (email)