

**COVINA-VALLEY UNIFIED SCHOOL DISTRICT  
SECURITY SERVICES DISTRICT WIDE  
PROPOSAL NUMBER 21-22-111**



**COVINA-VALLEY UNIFIED SCHOOL DISTRICT  
519 E. BADILLO STREET  
COVINA, CA. 91723**

**PROPOSAL DUE  
June 28, 2022 at 11:00:00 A.M.**

COVINA-VALLEY UNIFIED SCHOOL DISTRICT  
519 E. Badillo Street  
Covina, CA 91723

NOTICE TO CONTRACTORS CALLING FOR PROPOSALS FOR  
DISTRICT WIDE SECURITY SERVICES  
RFP #: 21-22-111

NOTICE IS HEREBY GIVEN that the Covina-Valley Unified School District of Los Angeles County, State of California, acting by and through its Governing Board, hereafter referred to as the "District", will receive up to, but not later than 11:00:00 A.M., on TUESDAY, JUNE 28, 2022, sealed proposals for the award of District Wide Security Services.

Bids shall be received at: Purchasing Department  
Covina-Valley Unified School District  
519 E. Badillo Street  
Covina, CA 91723

The School District reserves the right to accept or reject any and all proposals and to waive any irregularities or informalities in the proposals or in the proposal process.

No proposers may withdraw their proposal for a period of ninety (90) days after the date set for the opening of proposals or after approval by the Covina-Valley Unified School District Board of Education.

Governing Board of the  
COVINA-VALLEY UNIFIED SCHOOL DISTRICT

By: Robin Harbert

Assistant Director Purchasing

Advertise: June 3 & June 10, 2022

**PROJECT: DISTRICT WIDE SECURITY SERVICES**

**BID: 21-22-111**

**DUE: TUESDAY, JUNE 28, 2022**

**TIME: 11:00.00 A.M.**

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Contract Documents and School Sites: Before submitting a bid, the Bidder should read the Specifications and Form Agreement. Bidder is required to fully acquaint themselves with the conditions under which the work should have to be done.

If more information is needed regarding this bid, please contact Robin Harbert, Assistant Director of Purchasing at [rharbert@c-vusd.org](mailto:rharbert@c-vusd.org).

Questions regarding specifications or scope of work should be directed to Robin Harbert, Assistant Director of Purchasing only in writing via email at [rharbert@c-vusd.org](mailto:rharbert@c-vusd.org). Subject should read SECURITY SERVICES 21-22-111 RFI. Deadline for questions is **2:00 P.M. on Tuesday, June 21, 2022.**

It is understood that the bidder shall be responsible for scope of work and the completion of the project outlined in the Specifications.

## **INVOICING**

Application for payment must be submitted to the Accounting Department at [billing@c-vusd.org](mailto:billing@c-vusd.org).

## **BID FORM**

Item number one (1) on the bid form is the monthly amount for services specified in Exhibit "A". Item one (1) bid includes all items as indicated and as specified for the designated security services for all District sites. The Bid sum shall include all labor, materials, transportation and services necessary to complete said work, all sales, State and Local taxes, license and permit fees, and insurance costs, if any. Item number two (2) is the monthly amount for services specified in Exhibit "B". Item two (2) bid includes all items as indicated and as specified for the designated security services for specific sites. The Bid sum shall include all labor, materials, transportation and services necessary to complete said work, all sales, State and Local taxes, license and permit fees, and insurance costs, if any. Item number three (3) on the bid form is hourly amounts for additional services. The District will award based on item one (1) and item two (2) separately. The District will keep item number three (3) hourly amounts for additional services on file for future reference.

## RFP SUBMITTAL

To be considered a Vendor, the candidate must submit the complete original proposal, in a sealed envelope on or before **11:00 A.M., on June 28, 2022**, to the following address:

Covina-Valley Unified School District  
Purchasing Department  
**Attn: Robin Harbert**  
519 E. Badillo Street, Covina, CA 91723  
PH: (626) 974-7000 ext. 800128  
[rharbert@c-vusd.org](mailto:rharbert@c-vusd.org)

All proposals shall be sealed in a package plainly marked “**Security Services Districtwide RFP 21-22-111**”.

The vendor must submit Two (2) sealed hard copies, one original and one copy and One (1) electronic copy on a flash (USB) drive. All proposals shall be prepared by and at the expense of the vendor.

## BASIS OF SELECTION

No commitment will be made to select a Vendor solely on the basis of price. Selection will be made on a combination of factors, including: price; prior experience with the District and/or the references provided; proximity of the vendor to the District; the company size, experience, background and financial health; and company customer service and competence; as well as any other factors that the District deems appropriate and in the best interest of the District. Points will be awarded based on the following for a total sum of 100 points; the vendor with the highest points total will be awarded the RFP:

<b>Selection Criteria</b>	<b>Weight</b>
Price of Services	40%
Prior Experience with District and/or References	20%
Company Branch Proximity to District	20%
Company Size, Experience, Background, Financial Health	10%
Company Customer Service and Competence	10%
<b>Total</b>	<b>100%</b>

## **INSTRUCTIONS TO BIDDERS**

DESCRIPTION OF WORK. The District is requesting proposals for bonded and insured security services, District wide. Services will include, but not be limited to the following:

- Alarm response
- Uniformed and Unarmed guards
- Roving car patrol
- Monitoring Services
- Area Checks
- Pedestrian
- checks Vehicle
- checks Field
- investigations
- Notifications
- Monitoring District facility use digital calendar
- Ensuring any and all after hour activities have a valid facility use permit verifiable on the District facility use digital calendar

The security company awarded the contract must certify that each employee has been through the fingerprinting process or the Department of Justice in accordance with California State law and provide certification of such.

## **SPECIFICATIONS**

### **Security Company Will Provide**

A minimum of one (1) marked patrol car to conduct area checks.

Monitor District facility use digital calendar and ensure any and all after hour activities have a valid facility use permit verifiable on the District facility use digital calendar

Escort any subjects from District property.

Respond to intrusion calls.

Provide field investigation cards on subjects as necessary.

Security employees shall report incidences directly to District representative.

Provide written documentation to District of all events that occur.

Provide complete random foot patrol of all District facilities and schools.

High problem sites will be monitored more frequently.

Respond to and investigate all alarms and report alarm responses as needed.

All employees of the security company must have two-way radios or cellular capability for contacting the police or security company headquarters.

Security personnel must possess all necessary licenses.

Security company shall provide all uniforms and safety gear for company employees.

All guards provided by security company shall be direct employees of the security company.

Security company shall pay and discharge all license fees, pay federal, state and other payroll, income and other taxes, and shall prepare and file all returns required by all governmental agencies regarding payroll taxes and withholding taxes.

Security Company shall maintain insurance as described in this Request for Proposal, and shall include provisions covering liability for false arrest, detention or imprisonment, malicious prosecution, libel, slander, defamation of character or violations of rights of privacy.

Security company shall comply will all federal, state, municipal, and local laws, ordinances, and regulations which are applicable to services provided.

All employees assigned to the District shall be qualified, uniformed and unarmed security officers, trained in the skills of security.

Security Officers shall work 8 hours per day, Monday through Friday, including all holidays. Shift will begin at 9:00 P.M. and end at 5:00 A.M.

Security Officers shall work all weekends from Saturday, 5:00 A.M. to Monday, 5:00 A.M, including all holidays.

Coverage will be provided 365 days a year.

Pricing should be a monthly charge for all District sites, including any and all overtime (place total for all sites on bid sheet.)

Provide patrols, Seven (7) days per week, at Twenty-five (25) locations per Exhibit A, at random times, including foot patrols of school campuses and District sites.

Security company will respond to all alarm calls from the District's alarm monitoring company.

Security company must provide verification that employees have monitored each site and provide a report to the District showing the dates and times the officer was at the site.

Near-field communication (NFC) technology systems for checkpoint confirmations during patrols.

GPS location system for patrol officers during shift.

## **TERMS AND CONDITIONS**

**ACCESSIBILITY.** The company shall fully inform themselves regarding any peculiarities and limitations of the spaces available for the performance of work under this contract. They shall exercise due and particular caution to determine that all parts of their work are made quickly and easily accessible.

**ANTI-DISCRIMINATION.** It is the policy of the District that in connection with all work performed under contracts; there is no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age or marital status. The bidder agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment Practice Act, beginning with government Code Section 12900 and Labor Code Section 1735. In addition, the bidder agrees to require like compliance by any subcontractors.

**ASSIGNMENT.** The contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties, or obligations under this contract without the prior written consent of the District.

**ATTORNEY FEES.** In the event a suit or action is instituted in connection with any controversy arising out of this contract, the prevailing party shall be entitled to receive, in addition to its costs, such sum, as the court may adjudge reasonable as to attorney's fees and costs.

**AUTHORITY OF THE DISTRICT.** Subject to the power and authority of the District as provided by law in this contract, the District shall in all cases determine the quantity, quality, and acceptability of the work, materials and supplies for which payment is to be made under this contract. The District shall decide the questions that may arise relative to the fulfillment of the contract or the obligations of the contractor hereunder.

**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 bid for the same work unless alternate bids are specifically called for. A person, firm, organization, or corporation that has submitted a sub-proposal to a bidder, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a sub-proposal or quoting prices to other bidders or making a prime proposal.

**CANCELLATION OF CONTRACT.** *With cause*, the District may cancel this contract at any time with thirty-(30) day's written notice to the supplier/contractor. Cancellation for cause shall be at the discretion of the District and shall be, but is not limited to, failure to supply the materials, equipment or service specified within the time allowed or within the terms, conditions or provisions of this contract. The successful bidder may not cancel this contract without prior written consent of the Covina-Valley Unified School District.

**COMPLIANCE WITH FAIR EMPLOYMENT PRACTICE ACT.** Company agrees in accordance with Section 1735 and 1777.6 of California Labor Code, and the California

Fair Employment Practice Act (Sections 1410-1433), that in the hiring of common or skilled labor for the performance of any work under this contract, or any subcontract hereunder, no Contractor, material supplier or contractor shall, by reason of race, color, national origin or ancestry, or religion, discriminate against any person who is qualified and available to perform the work to which such employment relates.

COMPLIANCE WITH LAWS. All bids shall comply with current federal, state, local and other laws relative thereto.

CONTRACT CHANGES. No changes or alterations to this proposal or subsequent contract shall be made without the specific prior written approval by the District.

CONTRACTOR FINGERPRINTING. During the entire term of the contract, the contractor, including all sub-contractors and their employees, shall fully comply with the provisions of California Education Code Section 45125.1 when the Covina-Valley Unified School District determines that the contractor's employees and/or employees of sub-contractors will have contact with Covina-Valley Unified School District pupils in performance of the work of this contractor.

Contractor shall not permit any employee or sub-contractors to perform any services until the Department of Justice has determined that the employee has not been convicted of a felony and/or has no felony criminal charges pending as defined in Education Code Section 45122.1

The contractor shall certify in writing that all of his/her employees and all sub-contractor employees, present or new hires, have not been convicted of a serious or violent crime or is awaiting adjudication of same. This certification shall be provided by the contractor to the District prior to any of the Contractor's employees or subcontractor's employees coming into contact with District pupils.

CONTRACT TERM. This contract will be for a term of one year, beginning on or close to August, 2022, and may be extended, at the District's discretion for an additional four (4) years, one year at a time, upon mutual agreement of both parties. Before the expiration date of the contract, the parties will meet to discuss any and all revisions to the contract. The Governing Board will have final approval on contract extensions.

DAMAGE. The Contractor shall be held responsible for any breakage, loss of the Covina-Valley Unified School District equipment or supplies through negligence of the Contractor or his employee while working on the Covina-Valley Unified School District premises. The Contractor shall be responsible for restoring or replacing any equipment, facilities, etc. so damaged. The Contractor shall immediately report to the Covina-Valley Unified School District any damages to the premises resulting from services performed under this contract.



DEADLINE, PROPOSAL SUBMITTAL. Bidders shall submit their proposals no later than JUNE 28, 2022 AT 11:00:00 A.M.

EVIDENCE OF RESPONSIBILITY Upon the request of the District, a bidder whose bid 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.

EXPERIENCE AND COMPETENCY. The Successful Bidder shall be skilled and regularly engaged in the general class or type of work called for under the contract. The Successful Bidder shall also have no less than **Five (5)** years' experience in the magnitude and character of the work bid. It is the intention of the Covina-Valley Unified School District to award a contract to a Bidder who furnishes satisfactory evidence that he/she has the requisite experience, ability, sufficient capital, and facilities to enable him to prosecute the work successfully and properly, and to complete it within the time specified in the contract. To determine the degree of responsibility to be credited to the Bidder, the Covina-Valley Unified School District will weigh any evidence that the Bidder has performed satisfactorily other contracts of like nature, magnitude, and comparable difficulty and comparable rates of progress. In selecting the lowest responsive and responsible Bidder, consideration will be given not only to the financial standing but also to the general competency of the Bidder for the performance of the work specified in the contract documents.

FINANCIAL RECORDS OF OPERATIONS. The Contractor 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.

FINGERPRINTING. The District has determined under Education Code section 45125.1 that in performing services pursuant to this Contract, Contractor's employees may have contact with pupils. As required under Education Code section 45125.1, subdivision (a), Contractor shall require their employees who will provide services pursuant to this Contract to submit their fingerprints in a manner authorized by the Department of Justice together with a fee determined by the Department of Justice in order to conduct a criminal background check to determine whether such employees have been convicted of or have charges pending for a felony as defined under Education Code Section 45122.1.

Contractor shall not permit any employee to perform services who may come in contact with pupils under this Agreement until the Department of Justice has determined that the employee has not been convicted of a felony or has no criminal charges pending for a felony as defined in Section 45122.1.

Contractor shall certify in writing to the governing board of the District to the attention of Robin Harbert, Assistant Director of Purchasing, 519 E. Badillo St., Covina, Ca. 91723 that all of its employees who may come in contact with pupils have not been convicted of or have no criminal charges pending for a felony, as defined in Education Code

section 45122.1. Contractor will provide a listing of employees who may come in contact with pupils.

Contractor shall defend, indemnify, protect, and hold the District and its agents, officers and employees harmless from and against any and all claims asserted or liability established for damages or injuries to any person or property which arise from or are connected with or are caused or claimed to be caused by Contractor's failure to comply with all of the requirements contained in Education Code section 45125.1, including, but not limited to, the requirement prohibiting Contractor from using employees who may have contact with pupils who have been convicted or have charges pending for a felony as defined in Education Code section 45122.1.

FORCE MAJEURE CLAUSE. The parties of the contract shall be excused from performance thereunder during the time and to the extent that they are prevented from obtaining, delivering, or performing by act of God, fire, strike, loss or shortage of transportation facilities, lock-out, commandeering of materials, products, plants or facilities, by the government, when satisfactory evidence thereof is presented to the other party (ies), provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.

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.

INDEMNIFICATION AND INSURANCE The Contractor will defend, indemnify and hold harmless the Owner, its governing board, officers, agents, trustees, and employees against and from any and all liability for damages on account of injury to or death of persons or damage to property or delay or damage to another contractor resulting from or arising out of or in any way connected with the performance by the Contractor of this Agreement and reimburse the Owner for all costs, attorney's fees, expenses and loss incurred by it in consequence of any claims, demands and causes of action which may be brought against the Owner that arises out of the performance by the Contractor. The indemnification shall be in addition to other indemnification contained in the Contract Documents. The Contractor shall supply the Owner with certificates of insurance evidencing that Workers' Compensation Insurance is in effect and providing that the Owner will receive Thirty (30) days cancellation.

Furthermore, Contractor agrees to and does hereby defend, indemnify, and hold harmless District, Architect, Inspector, the State of California and their officers, employees, agents and independent contractors from every claim or demand made, and every liability, loss, damage, expense or attorney's fees of any nature whatsoever, which may be incurred by reason of:

(a) Liability for (1) death or bodily injury to persons; (2) damage or injury to, loss (including theft), or loss of use of, any property; (3) any failure or alleged failure to comply with any provision of law or the Contract Documents; or (4) any other loss, damage or expense, sustained by any person, firm or corporation or in connection with the Work called for in this Agreement or the Contract Documents, except for liability resulting from the sole or active negligence, or the willful misconduct of the District.

(b) Any bodily injury to or death of persons or damage to property caused by any act, omission or breach of Contractor or any person, firm or corporation employed by Contractor, either directly or by independent contract, including all damages or injury to, loss (including theft), or loss of use of, any property, sustained by any person, firm or corporation, including District, arising out of or in any way connected with Work covered by this Agreement or the Contract Documents, whether said injury or damage occurs either on or off District property, but not for any loss, injury, death or damages caused by the sole or active negligence or willful misconduct of the District.

(c) Contractor, at Contractor's own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

Contractor shall ensure that its contract with each of its subcontractors contains provisions requiring the subcontractors to defend, indemnify and hold harmless the District, Architect, Inspector, the State of California to a minimum level as set forth in this Article.

The Contractor's and Subcontractors' obligation to defend, indemnify and hold harmless the District, Architect, Inspector, the State of California and their officers, employees, agents and independent contractors hereunder shall include, without limitation, any and all claims, damages, and costs for the following: (1) any damages or injury to or death of any person, and damage or injury to, loss (including theft), or loss of use of, any property; (2) breach of any warranty, express or implied; (3) failure of the Contractor or Subcontractors to comply with any applicable governmental law, rule, regulation, or other requirement; and (4) products installed in or used in connection with the Work.

The Contractor shall provide the insurance as set forth in the contract and as follows: The amount of comprehensive general liability insurance shall be **\$2,000,000.00** per occurrence for bodily injury, personal injury and property damage. And, subject to the same limit for each person on account of one accident, in an amount not less than **\$2,000,000.00**.

Automobile liability insurance shall be **\$2,000,000.00** per accident for bodily injury and property damage combined single limit.

Worker's Compensation and Employer's Liability shall be set in accordance with sections 3700 and 3800 of the Labor Code of the State of California. Employer's Liability limits of **\$2,000,000.00** per accident for bodily injury or disease.

INDEPENDENT CONTRACTOR. Contractor is engaged as an independent Contractor, and all persons employed to furnish the services shall be employees of the Contractor, not of District, and shall be subject to the direct control of the Contractor. Contractor 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.

LAWS GOVERNING CONTRACT. This contract shall be in accordance with the laws of the State of California. The parties stipulate that this contract was entered into in the county of Los Angeles, in state of California. The parties further stipulate that the county of Los Angeles, State of California, is the only appropriate forum for any litigation resulting from a breach hereof or any questions risen here from.

MODIFICATIONS Changes in, or additions to, the bid form, recapitulations of the work bid upon, alternative proposals, or any other modification of the bid 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.

NON-COLLUSION DECLARATION Bidders are required to submit a Declaration of Non-Collusion with their bid. This form is included with the bid package and must be signed and dated.

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 contractor for an additional four (4) one-ye a r periods in accordance with provisions contained in the Education Code, Sections 17596 (K-12) and 81644 (Community Colleges). A maximum price increase of 4% per year may be negotiated **subject to existing market conditions.**

SIGNATURES The bid 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 bid on behalf of the bidder.

SUPERVISION. Contractor 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 contractor'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 Contractor to respond, in writing if so requested, to inquiries, requests for change, and recommendations.

TOBACCO, ALCOHOL, DRUGS. The Covina-Valley Unified School District is a Tobacco, Alcohol and Drug Free district. The Contractor and employees will not use any tobacco, alcohol or drugs while on school district property. Violations of this Board of Education mandate will result in immediate removal of the person from district property.

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 Contractor. Upon receipt of any such notice of termination for convenience, the Contractor 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 Contractor to complete any Work necessary to facilitate transfer of the Contractor's responsibilities to another Contractor;
- B. Proceed to complete the performance of Work not terminated;
- C. Upon such termination, the District's total obligation to the Contractor shall be limited to payment for all Work completed. The Contractor 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 Contractor for any portion of the Work which has not been provided and/or claims which the District has against the Contractor under the Contract (or any other amounts that the District may withhold or offset against the Contractor Price pursuant to the Contract Documents).

Final payment to the Contractor hereunder shall be made upon receipt and approval of a final Contractor Payment Request from the Contractor.

TERMS OF THE CONTRACT. The terms of the contract shall be limited to the terms herein unless expressly agreed otherwise in writing by the District.

CONTRACTOR 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 Contractor is an independent contractor, and is not an officer, employee or agent of the District.

WORKERS. The contractor shall maintain at all times, as required by conditions and progress of work, all necessary safeguards for the protection of employees and the public. In an emergency affecting life and safe of life or of work or of adjoining property, contractor, without special instruction or authorization from District is permitted to act at their discretion to prevent such threatened loss or injury.

WORKERS COMPENSATION INSURANCE. The contractor shall procure and shall maintain during the life of this contract Worker's Compensation Insurance on all of his employees to be engaged in work on the project under this contract and in case of any such work sublet, the contractor shall require the sub-provider similarly to provide Worker's Compensation Insurance for all of the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by the contractors Worker's Compensation Insurance. Waivers of insurance requirements will only be authorized by The Chief Business Officer.

**BID FORM**

FOR  
DISTRICT WIDE SECURITY SERVICES

Bid No. 21-22-111

FOR  
COVINA-VALLEY UNIFIED SCHOOL DISTRICT

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: (       ) \_\_\_\_\_

FAX: (       ) \_\_\_\_\_

EMAIL \_\_\_\_\_

**TO: COVINA-VALLEY UNIFIED SCHOOL DISTRICT  
Purchasing Department  
C/O Robin Harbert, Assistant Director Purchasing  
519 E. Badillo Street  
Covina, CA 91723**

To Covina-Valley Unified School District Board Members:  
The undersigned doing business under the firm name of:

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Hereby propose and agree to enter into a Contract, to furnish any and all labor, materials, applicable taxes, equipment and services for the completion of security/guard/monitoring services described hereinafter, in the Request for Proposal, and specifications:

**1. BID – PROVIDE SECURITY SERVICES DISTRICT WIDE PER EXHIBIT “A”**

This bid includes all items as indicated and as specified on Exhibit “A” for the designated security services for all District sites. The Bid sum shall include all labor, materials, transportation and services necessary to complete said work, all sales, State and Local taxes, license and permit fees, and insurance costs, if any. **(Lark Ellen 3-9, Griswold 24hr)**

The undersigned hereby agrees to provide services on a daily basis as described in Exhibit “A”, to Covina-Valley Unified School District, for the sum of:

\_\_\_\_\_ DOLLARS/MONTH  
(Amount written in words)

\$ \_\_\_\_\_  
(Amount in numbers)

**2. BID – PROVIDE SECURITY SERVICES SPECIFIC SITES PER EXHIBIT “B”**

This bid includes all items as indicated and as specified on Exhibit “B” for the designated security services for specific sites. The Bid sum shall include all labor, materials, transportation and services necessary to complete said work, all sales, State and Local taxes, license and permit fees, and insurance costs, if any.

The undersigned hereby agrees to provide services on a daily basis as described in Exhibit “B”, to Covina-Valley Unified School District, for the sum of:

\_\_\_\_\_ DOLLARS/MONTH  
(Amount written in words)

\$ \_\_\_\_\_  
(Amount in numbers)



**3. HOURLY AMOUNT FOR ADDITIONAL SERVICES RENDERED**

**Patrol Straight Time Hourly Rate:**      \$ \_\_\_\_\_

**Patrol Overtime Hourly Rate:**      \$ \_\_\_\_\_

**Patrol Holiday Hourly Rate:**      \$ \_\_\_\_\_

**On Site Security Straight Time Hourly Rate:**      \$ \_\_\_\_\_

**On Site Security Overtime Hourly Rate:**      \$ \_\_\_\_\_

**On Site Security Minimum Hours Billed:**      \$ \_\_\_\_\_

**BY SUBMISSION OF THIS BID, BIDDER DECLARES UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA, THAT THE INFORMATION CONTAINED ABOVE IS TRUE, CORRECT AND COMPLETE.**

Print or type name \_\_\_\_\_

Title \_\_\_\_\_

Name of Company as Licensed \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Contractor License No. \_\_\_\_\_

Class and Expiration Date \_\_\_\_\_

State of Incorporation, if applicable \_\_\_\_\_

Dated: \_\_\_\_\_, \_\_\_\_\_

Signed \_\_\_\_\_

This must be completed and submitted with your bid package.

**DISTRICT WIDE SECURITY SERVICES**

**RFP # 19-20-103**

**PROPOSER QUESTIONNAIRE**

**TO THE PROPOSER:**

The following questionnaire is a part of the complete proposal and must be submitted as such. The information provided therein will be used solely for evaluating the qualifications of the proposer and their organization to carry out satisfactorily the terms and conditions of the proposal. This questionnaire must be filled out accurately, completely and submitted with the proposal. Any errors, omissions of fraudulent information may be considered as a basis for the rejection of the proposal and may be grounds for the cancellation of any subsequent agreement executed as a result of the proposal or proposals involved.

1. BIDDER'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 security services: \_\_\_\_\_ years

COMMENTS

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3. BIDDER QUALIFICATIONS

Provide, (**include with proposal**) sufficient information regarding your firm's qualifications to provide for the District's security 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: PPO  
(attach certification)

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: Amounts

1. Commercial General Liability  
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. Within what time will the District representative receive a call back when problems are reported?
- I. 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?
- J. What is your process in doing background checks?
- K. "Response Time" is defined as the time allowed the Contractor/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.
- L. What is your minimum and maximum response time when receiving a call?
- M. What sets your firm apart from other firms? Why should your firm be considered to service the District?
- N. Why is your firm more qualified than other firms to service schools?
- O. What additional training do you provide to your guards that is school specific?

This must be completed and submitted with your bid package.

**REFERENCES AND EXPERIENCE**

Please list three of the largest contracts with school districts/companies in the State of California within the last three years.

Name of District/Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

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

Description of Service: \_\_\_\_\_

\_\_\_\_\_

Contract Price: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Name of District/Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

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

Description of Service: \_\_\_\_\_

\_\_\_\_\_

Contract Price: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Name of District/Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

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

Description of Service: \_\_\_\_\_

\_\_\_\_\_

Contract Price: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Name of District/Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

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

Description of Service: \_\_\_\_\_

\_\_\_\_\_

Contract Price: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Name of District/Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

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

Description of Service: \_\_\_\_\_

\_\_\_\_\_

Contract Price: \_\_\_\_\_

Service Dates: \_\_\_\_\_

This must be completed and submitted with your bid package.

**CONTRACTOR FINGERPRINTING REQUIREMENTS**

**Contractor Certification**

With respect to the contract dated \_\_\_\_\_, 2022, by and between Covina-Valley Unified School District (District) and \_\_\_\_\_ (Contractor), Contractor hereby certifies to the District’s Governing Board that it has completed the criminal background check requirements of Education Code Section 45125.1 and that none of its employees that may come in contact with District students have been convicted of a violent felony listed in Penal Code section 667.5(c), or a serious felony listed in Penal Code section 1192.7 (c).

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Date

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



## **WORKERS' COMPENSATION CERTIFICATION**

Labor Code section 3700 states as follows:

“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 either as an individual employer, or as one employer in a group of employers, 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 or her employees.

(c) For any county, city, city and county, municipal corporation, public district, public agency, or any political subdivision of the state, including each member of a pooling arrangement under a joint exercise of powers agreement (but not the state itself), by securing from the Director of Industrial Relations a certificate of consent to self-insure against workers' compensation claims, which certificate may be given upon furnishing proof satisfactory to the director of ability to administer workers' compensation claims properly, and to pay workers' compensation claims that may become due to its employees. On or before March 31, 1979, a political subdivision of the state which, on December 31, 1978, was uninsured for its liability to pay compensation, shall file a properly completed and executed application for a certificate of consent to self-insure against workers' compensation claims. The certificate shall be issued and be subject to the provisions of section 3702.”

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the code, and I will comply with such provisions before commencing the performance of the Work of the Contract. If CONTRACTOR is a corporation, this Certification shall be executed by either the chairman of the board, president, or vice president, and if a different individual, also by the secretary, chief financial officer, or assistant treasurer. See Section 4 of Information for Bidders for additional information.

In signing below, CONTRACTOR covenants that it has complied with the signature requirements described in Paragraph 4 of the Information for Bidders.

[Signatures follow on next page]

\_\_\_\_\_  
(Proper Name of Contractor)

By: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Authorized Signor)

\_\_\_\_\_  
(Title of Signor)

By: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Authorized Signor)

\_\_\_\_\_  
(Title of Signor)

(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 the Contract.)

This must be completed and submitted with your bid package.

**COVINA-VALLEY UNIFIED SCHOOL DISTRICT  
NONCOLLUSION DECLARATION  
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH RFP**

The undersigned declares:

I am the \_\_\_\_\_ [Title] of \_\_\_\_\_ [Firm], the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

In signing below, bidder covenants that it has complied with the signature requirements described in Section 4 of the Information for Bidders.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration is executed on \_\_\_\_\_ [Date], at

\_\_\_\_\_ [City], \_\_\_\_\_ [State].

\_\_\_\_\_  
Name of Contractor (Print or Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

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

## EXHIBIT "A"

DESCRIPTION OF WORK. The District is requesting proposals for bonded and insured security services, District wide. Services will include, but not be limited to the following:

- Alarm response
- Uniformed and Unarmed guards
- Roving car patrol
- Monitoring Services Area Checks
- Pedestrian checks
- Vehicle checks
- Field investigations
- Notifications
- Monitor District facility use digital calendar
- Ensure any and all after hour activities have a valid facility use permit verifiable on the District facility use digital calendar

The security company awarded the contract must certify that each employee has been through the fingerprinting process or the Department of Justice in accordance with California State law and provide certification of such.

### **Security Company Will Provide**

1. A minimum of one (1) marked patrol car to conduct area checks.
2. Escort any subjects from District property.
3. Respond to intrusion calls.
4. Provide field investigation cards on subjects as necessary.
5. Security employees shall report incidences directly to District representative.
6. Provide written documentation to District of all events that occur.
7. Provide complete random foot patrol of all District facilities and schools.
8. High problem sites will be monitored more frequently.
9. Respond to and investigate all alarms and report alarm responses as needed.
10. All employees of the security company must have two-way radios or cellular capability for contacting the police or security company headquarters.
11. Security personnel must possess all necessary licenses.
12. Security company shall provide all uniforms and safety gear for company

## EXHIBIT "A" CONTINUED

employees.

13. All guards provided by security company shall be direct employees of the security company.
14. Security company shall pay and discharge all license fees, pay federal, state and other payroll, income and other taxes, and shall prepare and file all returns required by all governmental agencies regarding payroll taxes and withholding taxes.
15. Security Company shall maintain insurance as described in this Request for Proposal, and shall include provisions covering liability for false arrest, detention or imprisonment, malicious prosecution, libel, slander, defamation of character or violations of rights of privacy.
16. Security company shall comply will all federal, state, municipal, and local laws, ordinances and regulations which are applicable to services provided.
17. All employees assigned to the District shall be qualified, uniformed and unarmed security officers, trained in the skills of security.
18. Security Officers shall work 8 hours per day, Monday through Friday, including all holidays. Shift will begin at 9:00 P.M. and end at 5:00 A.M.
19. Security Officers shall work all weekends from Saturday, 5:00 A.M. to Monday, 5:00 A.M, including all holidays.
20. Coverage will be provided 365 days a year.
21. Pricing should be a monthly charge for all District sites, including any and all overtime (place total for all sites on bid sheet.)
22. Provide nightly patrols, Seven (7) days per week, at Twenty-five (25) locations per Exhibit A, at random times, including foot patrols of school campuses and District sites.
23. Security company will respond to all alarm calls from the District's alarm monitoring company.
24. Security company must provide verification that employees have monitored each site and provide a report to the District showing the dates and times the officer was at the site.
25. Near-field communication (NFC) technology systems for checkpoint confirmations during patrols. GPS location system for patrol officers during shift.

## EXHIBIT "A" CONTINUED

### COVINA-VALLEY UNIFIED SCHOOL DISTRICT LIST OF SECURITY LOCATIONS

<u>SCHOOL/SITE</u>	<u>ADDRESS</u>	<u>CITY, STATE, ZIP</u>
<b><u>K-5 SCHOOLS</u></b>		
Barranca School	727 S. Barranca Ave.	Covina, CA 91723
Ben Lomond School	621 E. Covina Blvd.	Covina, CA 91722
Cypress School	351 W. Cypress Ave.	Covina, CA 91722
Grovecenter	775 N Lark Ellen Ave.	W. Covina, CA 91790
Manzanita School	4131 N. Nora Ave.	Covina, CA 91722
Merwin School	16125 E. Cypress Ave.	Irwindale, CA 91706
Mesa School	409 S. Barranca St.	W. Covina, CA 91791
Rowland School	1355 E. Rowland Ave.	W. Covina, CA 91790
Workman School	1941 E. Workman Ave.	W. Covina, CA 91791
<b><u>MIDDLE SCHOOLS</u></b>		
Las Palmas School	641 N. Lark Ellen Ave.	Covina, CA 91722
Sierra Vista School	777 E. Puente Ave.	Covina, CA 91723
Traweek School	1941 E. Rowland Ave.	W. Covina, CA 91791
<b><u>HIGH SCHOOLS</u></b>		
Covina High School	463 S. Hollenbeck Ave.	Covina, CA 91723
Fairvalley High School	758 W. Grondahl St.	Covina, CA 91722
Northview High School	1016 W. Cypress Ave.	Covina, CA 91722
South Hills High School	645 S. Barranca St.	W. Covina, CA 91791
<b><u>ADULT SCHOOLS</u></b>		
Pioneer Center	160 N. Barranca Ave.	Covina, CA 91723
Trade Tech Center	231 E. Stephanie Dr.	Covina, CA 91722
<b><u>OTHER SITES</u></b>		
District Field	220 W. Puente Ave.	Covina, CA 91723
District Office	519 E. Badillo St.	Covina, CA 91723
C-V Children's Center	4400 N. Roxburg Ave.	Covina, CA 91722
Lark Ellen School	4555 N. Lark Ellen Ave.	Covina, CA 91722
SELPA	1400 Ranger Dr.	Covina, CA 91722

## **EXHIBIT “B”**

DESCRIPTION OF WORK. The District is requesting proposals for bonded and insured security services for specific sites. This site requires 24-hour security services which include, but not be limited to the following:

- Alarm response
- Uniformed and Unarmed guards
- Monitoring Services
- Area Checks
- Pedestrian checks
- Vehicle checks
- Field investigations
- Notifications

The security company awarded the contract for this site must certify that each employee has been through the fingerprinting process or the Department of Justice in accordance with California State law and provide certification of such.

### **Security Company Will Provide**

1. A minimum of one (1) security guard on the premises 24-hours a day, 7 days per week. (Pending sale of property)

## **COVINA-VALLEY UNIFIED SCHOOL** **DISTRICT LIST OF SECURITY LOCATIONS**

### **ADULT SCHOOL**

Griswold Center

16209 E. San Bernardino Rd. Covina, CA 91722