

Request for Proposal
Daytime Security Services

Issued: Monday, May 2, 2022
Issued by: i3 Academy

i3 Academy Representatives:

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205-961-3217

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1. Introduction & Background

i3 Academy, a K-7 charter school with an elementary campus in Woodlawn and a middle school campus in Eastlake, is in need of security during the school day on both campuses and is accepting proposals in response to this Request for Proposal (this “RFP,” or this “Request for Proposal”) in order to find a qualified source to provide security. All proposals should outline a complete solution regarding the specific services that will be provided. Our goal with school security is to:

1. Provide on-site security during regular hours of operation, 7:00 a.m. to 5:00 p.m., on both campuses during the 2022-23 school year from 07/01/2022 to 06/30/2023.
2. Manage traffic during morning and afternoon carpools, as well as any special events during the school day, nights, and weekends.
3. Regular patrols of campus, including exterior perimeter and interior, during the shift.
4. Monitor the security cameras during the school day.
5. Provide support to faculty and staff in the event of a security incident.
6. Coordinate with local law enforcement in the event of a security incident.

The objective of this Request for Proposal is to locate a source that will provide the best overall value to i3 Academy. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

Submission Guidelines & Requirements

The following submission guidelines and requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior security experience should submit proposals in response to this Request for Proposal.
2. Bidders intent on submitting a proposal should inform Bo Garrett (bgarrett@i3academy.org; 205-961-3217) of their intent to submit a proposal no later

than 5:00 p.m. CST 5/30/2022. **Proposals must be received by 5:00 p.m. CST Monday, May 30, 2022.**

3. Bidders must list at least three projects that are substantially similar to this project as part of their response, including references for each. Examples of work should be provided as well.
4. A technical proposal must be provided that is not more than three pages. This technical proposal must provide an overview of the proposed solution as well as descriptions of all key personnel performing the work. In addition, the technical proposal should provide proposed expectations of personnel and performance goals for personnel.
5. Proposals must describe a plan for background checks of all personnel and supervisors, including fingerprint check.
6. Proposals must describe a plan for all personnel and supervisors to be NASRO certified
7. A price proposal of not more than one page must be provided. This price proposal should indicate the overall fixed price for security services as well as hourly rates and an estimated total number of hours, should i3 Academy decide to award a contract on an hourly rate basis. (For purposes of calculating fixed price the school will require security for approximately 240 days during the 12-month period of the contract).
8. Proposals must be signed by a representative that is authorized to commit the bidder's company to the agreement.
9. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
10. Proposals should be mailed to: the attention of Mr. Bo Garrett at i3 Academy's central office (1 55th Place S., Birmingham, AL 35212) and must be received prior to 5:00 p.m. on Monday, May 30, 2022 to be considered.
11. Proposals must remain valid for a period of 30 days.
12. i3 Academy anticipates selecting at least two individuals or firms to have more in-depth discussions with, and will make an award to one of these "down-selected" individuals or firms.

Project Description

The purpose of this project is as follows:

It is imperative that our school's campuses are safe and secure. All stakeholders must feel safe, especially our students. We believe a uniformed school resource office (SRO) can provide the level of security that is necessary for our school to operate at the highest level and sustain a sense of safety for our students and their families. We are in need of a high quality security service to work alongside our faculty and staff to protect our students, their families, and our faculty and staff during the school day.

Description of Services

We are in need of armed, daytime, on-site security. The personnel entrusted with this job will be responsible for the following:

- sustaining a visible presence throughout the day for the community
- managing traffic during students' arrival and departure
- complying with the school's expectations

- patrolling the campuses
- monitoring our security cameras
- communicating with administration throughout the day
- responding to disturbances on our campuses in a timely manner
- coordinating with local law enforcement as needed.

Scope of Services

The scope of the services necessary entails working with us to ensure that our building and grounds are secure and that our students, faculty, staff, and visitors are safe.

The successful bidder will be responsible for providing security services beginning at 7:00 a.m. July 1, 2022 through 5:00 p.m. June 30, 2023.

The criteria set forth below should be met to achieve successful completion of the project:

1. *Price* – We aim to keep our security cost within local norms.
2. *Quality* – It is our expectation that the security personnel will maintain a visible presence during the day, making routine patrols of the buildings and grounds as opposed to remaining stationary throughout a given shift.
3. *Experience* – With two campuses, we have many moving parts. We are looking for experienced partners who have handled this level of security in the past.
4. *Reputation* – We strive to partner with the most reputable security firms. Anyone who may come in direct contact with our students will be subject to a background check.

RFP & Project Timelines

Request for Proposal Issuance: **Monday, May 2, 2022**

Notice of intent to submit: **no later than 5:00 p.m. on Monday, May 30, 2022**

Campus walk-throughs (by appointment): Thursday, May 5, 2022 at 9:00a or Thursday, May 12, 2022 at 9:00a.

Proposals: received **by 5:00 p.m. CST Monday, May 30, 2022**

Selection of Top Bidders/Notification to Unsuccessful Bidders: **Friday, June 3, 2022**

Start of Negotiation: **Monday, June 6, 2022**

Contract Award/Notification to Unsuccessful Bidder: **Friday, June 10, 2022**

The need-date for project commencement is July 1, 2022. Bidders may propose a date earlier or later, and will be evaluated accordingly.

Budget

i3 Academy's budget for the project will be determined based on the proposals received.

Evaluation Factors

i3 Academy will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Cost

4. Technical expertise/experience of bidder and bidder's staff.

i3 Academy reserves the right to award to the bidder that presents the best value to i3 Academy as determined solely by i3 Academy in its absolute discretion.