

Vicksburg Warren School District
1500 Mission 66
P. O. Box 820065
Vicksburg, Mississippi 39182

17-18-03
Request for Proposal
Security Protection Service

Delivery Summary Statement:

The Vicksburg Warren School District will accept proposals for uniformed, armed guard protection service to protect the premises owned by the district in the Central Office Board Room, 1500 Mission 66, Vicksburg, Mississippi at 9:00 a.m., May 17, 2018. The period of this contract will be July 1, 2018 through June 30, 2020 with an option for renewal.

Service Agreements will be made and signed upon board acceptance of bid.

Delivery of Bids:

(1) Official bid documents can be obtained by email upon request, from the VWSD website or downloaded from Central Bidding at www.centralbidding.com.

(2) Bids will be received until the time set, and at the location designated in the Delivery Summary Statement above unless notice is given of postponement. Any bid not received prior to the time set for opening bids will be rejected absent extenuating circumstances and such bids shall be rejected in all cases where received after first packet of bids are opened.

(3) Each bid shall be placed in a sealed envelope. On the outside of the envelope the bidder shall write in large letters "Proposal", below which is to be marked in the outside lower left hand corner: **Vicksburg Warren School District Security Services Bid #17-18-03, May 17, 2018, 9:00 a.m.** and the name of the bidder.

(4) Bids may be delivered in person, by mail if ample time is allowed for delivery or online through the following website (www.centralbidding.com). When sent by mail, the sealed envelope containing the bid, marked as indicated above, shall be enclosed in another envelope for mailing. Official bid documents can also be downloaded from Central at www.centralbidding.com. For any questions relating to the bid or reverse auction process, please call Central Auction House at 225-810-4814.

Each paper bid packet should have 1 original and 2 copies.

This Purchase Agreement will be awarded on a per bid element.

Questions concerning this request can be directed to Shaquita Burke, Director of Finance at sburke@vwsd.org.

The Vicksburg Warren School District reserves the right to consider all factors and to select the best proposal based on service, performance, and not necessarily the low price. The Board of Trustees reserves the right to accept or reject any and all proposals and to waive informalities.

PROJECT DESCRIPTION

- 1) The Providing Agency shall furnish a uniformed, armed (as needed or requested) guard service to endeavor to prevent and protect the Protected Property against fires, thefts, damage or destruction by sabotage, riots, or other intentional acts of violence. The Agency agrees to furnish replacements or substitutes for regularly assigned guards and watchmen whenever necessary.
- 2) The Agency shall furnish the guards and watchmen to provide such protection service, completely outfitted with uniforms, necessary equipment including radios and badges. The regular guards on school campuses during school hours shall not carry side arms.
- 3) The Agency shall maintain a background check on the application for employment for hiring a guard for any past criminal record, any misconduct and the character of the person applying for a job. All guards shall be approved by both parties and at any time anything should go wrong, as far as the Agency's employees are concerned, upon receiving complaints of same, these matters shall be taken care of by the Agency and the Agency shall hold the district harmless from all liability from the negligent acts of the Agency and/or its employees. Proof of background checks and fire arms qualifications shall be provided upon request by the district's Director of School Safety.
- 4) All applicants of the Agency who perform the duty of guards or security personnel are checked upon by applicant's fingerprints and a \$2,000 surety bond of their own which is required by State Law to obtain a side arm permit. Each guard shall have to be qualified with his or her side arm not less than twice a year by a qualified instructor.
- 5) The Agency shall pay all employees' wages and expenses including all Federal Social Security taxes, Federal and State Unemployment taxes and similar taxes relating to all employees and shall abide by all State and Local laws and regulations relating to wages and hours of employment. Also, the Agency shall carry in full force at all times the following insurance policies to conform to the satisfaction of the District. **(A copy of all policies must be submitted with proposal):**
 1. Workman's Compensation Insurance sufficient under the laws of the State of Mississippi covering all persons employed by the Agency engaged in the performance of the work hereunder;
 2. Automobile liability insurance;
 3. Comprehensive general liability insurance with a minimum of \$2,000,000 limit, whether in itself or together with an umbrella excess, comprehensive liability and personal injury liability.
- 6) The Agency agrees that its guards and watchmen shall abide by the laws and shall be subject to all District regulations, including no tobacco use while on the premises of the Protected Property and meet and continue to meet with the approval of District management. The Agency further agrees that its guards and watchmen shall be courteous, neat, clean and presentable when on duty.
- 7) The Agency shall supervise the performance of the work by the guards and watchmen and shall, on unannounced intervals, not less frequently than mutually agreed upon between the parties hereto, call on the Protected Property to determine the manner in which guards or watchmen are discharging their duties.

- 8) The schedule of services shall be as follows:
- 1) Warren Central High School - two guards from 8:00 a.m. to 4:30 p.m. (with 30 minute break) and one guard from 11:00 a.m. until 7:00 p.m. (with no break) Monday thru Friday, 180 school days per year. Shall consist of 4320 guard hours at \$ 13.75 per hour which equals \$ 59,400 per school year.
 - 2) Warren Junior High School and Vicksburg Junior High School, one guard (upstairs) from 8:00 a.m. to 4:00 p.m. (with no paid breaks), Monday through Friday, 180 school days per year. Shall consist of 1440 guard hours at \$ 13.75 per hour which equals \$ 19,800 per school year.
 - 3) Vicksburg High School, two guards from 8:00 a.m. to 4:30 p.m. (with 30 minute break) and one guard from 12:00 a.m. until 8:00 p.m. (with no break) Monday thru Friday, 180 school days per year. Shall consist of 4320 guard hours at \$ 13.75 per hour which equals \$ 59,400 per school year.
 - 4) Dana Road School site, one guard per day, 7:00 a.m. to 8:00 a.m. and 2:30 p.m. to 3:30 p.m. The primary function of this personnel shall be traffic control. Monday through Friday- 180 days per school year. Shall consist of 360 guard hours at \$ 13.75 per hour which equals \$ 4,950 per school year.
 - 5) Sherman Avenue School site, one guards per day, 7:00 a.m. to 8:00 a.m. and 2:30 p.m. to 3:30 p.m. The primary function of this personnel shall be traffic control. Monday through Friday- 180 days per school year. Shall consist of 360 guard hours at \$ 13.75 per hour which equals \$ 4,950 per school year.
 - 6) Bowmar Elementary - one guard from 7:00 a.m. to 3:00 p.m. (with no break), Monday through Friday, 180 school days per year. Shall consist of 1440 guard hours at \$ 13.75 per hour which equals \$ 19,800 per school year.
 - 7) The Agency shall provide additional security services for normal guard duties at various school locations upon request by the District. The Agency shall charge their standard hourly rate for these services.
 - 8) Communication between the day time security guards must be furnished for the guards to communicate with their respective buildings. The Vicksburg Warren School District radio frequency may be used.
 - 9) The Agency shall provide security services for special functions upon request by the District. The Agency shall charge \$ 14.00 per guard hour.
 - 10) Reports as to hours, personnel on duty and incident reports shall be submitted on at least a monthly basis to the Safe School Coordinator for inspection.
 - 11) The contract shall be for a period of two years with a renewal option and shall be subject to cancellation by the School District upon fifteen days written notice of inadequate performance or breach of any part of this contract by the Security Company.
 - 12) The Agency shall not assign or transfer this agreement or any part hereto, or any rights of the Agency hereunder, except as otherwise consented to in writing by the District.
 - 13) List any additional services that your company provides at no additional cost to the Vicksburg Warren School District.
 - 14) The Providing Agency shall submit invoices for all services, including athletic functions, by the 5th of the month following the month the services were rendered.

- 15) **The number of guards and hours are subject to change.**
- 16) **Agency shall insure requirements that all security guards placed in the Vicksburg Warren School District must complete the following:**
- i) **The School Safety Officer training course offered by the Mississippi Department of Education (MDE). A copy of the certificate of completion for this course for each security guard placed in Vicksburg Warren School District must be on file in our school safety office.**
 - ii) **Continuing education training hours set by MDE for security guards several times during the school year. Proof of completion shall be provided upon request.**

Ticket Sales Procedures

Game Day

The Agency will pick up game boxes from Athletic Office. This will include official's sign-in sheet, ticket sales summary sheet, tickets and petty cash money. The Agency will exercise flexibility and work with the district on any changes to ticket sale process.

Next Business Day

The Agency will balance and verify ticket sales, complete a VWSD Athletic deposit slip and take the deposit to Trustmark National Bank. The Agency will then return the game box to the VWSD Athletic Office with receipted deposit slips from Trustmark National Bank, petty cash, signed official vouchers, completed ticket sales sheet, ticket stubs from ticket sales and any unsold tickets.

VWSD Athletic Office will use the receipted deposit slip from Trustmark National Bank, ticket stubs from ticket sales, and unused tickets to verify the deposit is correct.

Responsibilities of Athletic Security

1. Work with City Police and County Sheriff departments.
2. Work with the Athletic Director and Administration at all schools.
3. Open, close and secure athletic facilities.
4. Able to sale, count, and receipt tickets and money. Tear tickets. Balance ticket sales with money totals.
5. Maximum of 20 security people for football games. 40 if both teams have home games.
6. Be able to monitor officials and visiting teams to insure safety.
7. Able to adjust schedules during the week and weekends due to any canceled, rescheduled, and rained out athletic events. **(No cost to the athletic department.)**
8. Have day to day contact with the Athletic Director. Phone availability at all times.
9. Able to pick up, store overnight, and deliver money boxes back to athletics department. 2:00 p.m. pickup. Next day a.m. return.
10. Sell tickets at all athletic events. Understand seating charts. Reserve seats and general admission.
11. Provide security at all athletic functions.
12. Security personnel will dress alike and be identified by uniform with security name on uniform.
13. Able to post directions, tickets prices, and warnings in all areas as identified by the Athletic Director or school personnel. **(PROFESSIONAL LOOKING SIGNS)**
14. Park and monitor all visitor buses.
15. Able to rope off certain areas at athletic functions identified by the Athletic Director or school personnel.
16. Able to handle any disturbance at athletic events.
17. Refuse anyone admission to games without proper identification or ticket.
18. Be accountable for all athletic revenue.
19. There will be no smoking while on duty with the Vicksburg Warren School District.
20. All personnel will abide by the rules and regulations of the Vicksburg Warren School District.
21. Other reasonable duties as assigned.

**VARSITY FOOTBALL
GUARDS REQUIRED: 21-22**

1. At 2:00 p.m., pick up the money boxes and tickets from the Athletic office.
2. The office staff of the Agency verifies that all the money and ticket number are correct.
3. At 5:00 p.m., two guards rope off the areas listed below:
 1. Section in front of reserved seating.
 2. Grass in front of all stands.
4. These guards are also responsible for locking all gates that lead onto the field and putting up the necessary signs.
5. At 5:30 p.m., ticket sales begin. In the home booth, there are two guards selling general admission tickets and one guard selling reserved seating. The visitor's ticket booth has either one or two guards selling general admission tickets, depending on who the visiting team is.
6. Tickets are sold until the last two minutes of the game. At this time, no one is allowed to enter the game.
7. Two guards are stationed at the main gate. These people are responsible for taking and tearing tickets and checking passes. One of these guards is also available to assist the principal with any altercations that may occur.
8. Two guards are stationed underneath the home side stands to keep people from congregating.
9. One guard will be stationed at the gate by the field house to allow coaches and administration onto the field area.
10. Two guards are stationed at each end of the reserved seating section. These guards check the tickets of the people who are allowed in this section.
11. Two guards are stationed in the grass in front of the stands to monitor the track and sidelines areas.
12. One guard is stationed near the visitor's bus parking area. This guard stays on duty until the buses pull out of the parking lot.
13. One person is stationed at the pass gate to let the visiting team, band, school administrators, team doctors, and officials into the field area.
14. Two guards are stationed at each end of the visitor's stands. These guards will prevent people from walking around the track to the home side of the field.
15. One person is stationed at the visitor's gate to take up tickets.
16. One supervisor is on duty during the game to make sure that all guards are present and in their place. This person also transports change and tickets between the two ticket booths.
17. The supervisor and two other guards escort the officials off the field after the game is over.
18. After the game is over, the supervisor and one other guard will transport the money and boxes to the bank for safekeeping.
19. On Monday morning, the bag is retrieved from the bank by two supervisors and taken to The Agency's office.
20. The office staff of the Agency audits all of the money and tickets.
21. The money is returned to the Athletics office.

VARSITY BASKETBALL
GUARDS REQUIRED: 3

1. Pick up the boxes and tickets from the Athletic office.
2. One guard sells, takes up, and tears tickets. This guard also puts up the necessary signs.
3. One guard ensures that all the proper doors are locked and that no one is in the gym with the exception of the players and coaches.
4. The guard who sells tickets makes sure that all of the officials sign in so that they may be paid.
5. The other guard is stationed inside the gym to keep order. This guard also is responsible for getting the officials on and off the court at half time and at the end of the game. After the game is over, the guard will walk the officials to their vehicles.
6. Both guards walk the visiting team to their buses and stay on duty until all the buses have left the parking lot.
7. The following morning, the office staff of the Agency audits the box.
8. The box is then returned to the Athletics office.

**8th GRADE, 9th GRADE, AND JUNIOR VARSITY FOOTBALL
SOFTBALL
SOCCER
7th AND 8th GRADE BASKETBALL
FAST PITCH SOFTBALL
TRACK - ALL GRADES
GUARDS REQUIRED: 1-4**

1. Pick up the boxes from the Athletic office.
2. Usually, only one guard works the games. On occasion, two are needed.
3. The guard will lock the gates that should be locked.
4. The guard will set up on the home side to sell, take up, and tear tickets.
5. The guard will also aid the principals with any altercations that may take place.
6. The guard will have the officials sign in so they may get paid.
7. After the game, the guard will make sure the officials get to their cars. He will also make sure that the visiting team is on their buses.
8. The guard will unlock all of the gates that were locked.
9. The following day, the office staff of the Agency audits the box.
10. The box is then returned to the Athletic office.

ON SOME DAYS, MORE THAN ONE EVENT IS SCHEDULED. THIS REQUIRES ADDITIONAL GUARDS.

Athletic Functions

Schedules for athletic functions shall be given out one week in advance of the scheduled function with the number of guards noted for that particular function and the times to report noted. This service should be billed to the Athletic Department.

Please state your per hour rate for guard services at athletic functions

Monday through Friday- \$ 13.75

Please state your per hour rate for guard services at all athletic functions

Saturdays- \$ 13.75

Board of Trustees
Vicksburg Warren School District
1500 Mission 66
Vicksburg, Mississippi 39182

Gentlemen:

I (We), propose to furnish the services according to your specifications at the indicated prices. The prices in the proposal are guaranteed until June 30, 2018.

Thomas and Thomas Security, LLC
Company Name

Trenton Thomas
Printed Name of Company Representative


Signature of Company Representative

916 Belmont Street, Suite 1
Address

Vicksburg, Ms 39180
City, State, and Zip

(601)529-5545
Telephone Number