

Shaler Area School District

1800 Mount Royal Blvd.

Glenshaw, PA 15116

**Request for Proposal (RFP)
School Security Guard Services**

TO: Security Guard Contractors

FROM: Dr. Brian Brown, Assistant Superintendent
Ms. Jennifer Tressler, Director of Business Affairs

SUBJECT: Request for Proposal for School Security Guard Services

DATE: May 2025

The Shaler Area School District is accepting RFP's for school security guards at Shaler Area Elementary School (4-6), Shaler Area Middle School (7-8) and Shaler Area High School (9-12). The district will award a one to three-year contract to a single provider for all requested services set for in this RFP.

The deadline to submit proposals is **12:00 PM**, prevailing time on **Tuesday, June 10 2025**. A checklist of required documents is included in this packet. Please ensure all requested information is included in your proposal. Questions or inquiries to this RFP should be e-mailed to Dr. Brian Brown, Assistant Superintendent, brownb@shalerarea.org.

NOTE: Vendors requesting an RFP and / or submitting a bid must provide their e-mail address to Dr. Brian Brown and Ms. Jennifer Tressler: tresslerj@shalerarea.org and brownb@shalerarea.org. An e-mail group will be created and utilized for the purposes of answering questions, changes, and clarifications for all RFP related issues.

**SHALER AREA SCHOOL DISTRICT
SECURITY SERVICES REQUEST FOR PROPOSALS**

Proposal Instructions

The School Board of Directors of the Shaler Area School District requests proposals for the following specifications for security guard services subject to the following conditions:

1. DUE DATE / GENERAL PROVISIONS

Proposals will be received until **12:00 PM**, prevailing time on **Tuesday, June 10, 2025**, at the District Administrative Office, 1800 Mt. Royal Blvd, Glenshaw, PA 15116. All proposals are to be valid through August 31, 2025.

2. The Contractor shall be a licensed security company authorized to do business in the Commonwealth of Pennsylvania.
3. The security guards assigned by the Contractor shall be employees of the Contractor. All security employees assigned to the District at any time shall have on file an Act 34 Criminal History Record Check, an Act 151 Child Abuse History Clearance as required by the laws of the Commonwealth of Pennsylvania, and an Act 114 Federal (FBI) Criminal History Report. A copy of said Act 34, Act 151, Act 114 forms shall be provided to the District prior to the assignment of the guard at the District's premises.

The Contractor shall take out and maintain during the life of this Agreement all the insurance required by this section and shall submit certificates to the District for review and approval.

- a. **WORKERS' COMPENSATION INSURANCE:** The Contractor shall take out and maintain during the life of the agreement, Workers' Compensation and Employers' Liability Insurance for all of its employees assigned to the District.
- b. **PUBLIC LIABILITY INSURANCE:** The Contractor shall take out and maintain during the life of the agreement Comprehensive Automobile and General Liability Insurance that provides protection from claims, which may arise, from operations or performance under this Agreement. The amount of General Liability Insurance shall not be less than the following amounts:

Each Occurrence	\$1,000,000
Aggregate	\$3,000,000

- c. The following endorsements must be indicated on the Certificate of Insurance issued to the District:

SPECIFICATIONS/SECURITY GUARD SERVICES

1. The School District, its directors, officers, and employees are named as additional insured in the policy as to the work and services being performed under this agreement.

2. The policy shall cover liability for damages imposed by Law upon the District with respect to all operations under the Contract by the Contractor.
 3. The coverage is Primary and no other insurance carried by the District will be called upon to contribute to a loss under this coverage.
 4. The policy covers blanket contractual liability.
 5. The policy limit of liability is provided on an Occurrence basis. Claims-made coverage is not acceptable.
 6. The policy covers Broad Form Property Damage.
 7. The policy covers Personal injury as well as Bodily Injury.
 8. The coverage shall not be canceled nor materially altered unless thirty (30) days written notice is given to the District.
4. The security guards assigned shall be under the direct supervision of the authorized District representative while the security guard is working on District premises.

Any problems with the work performance of any security guard shall be reported by the District representative to the Contractor.

5. The District reserves the right to reject the services of any security guard assigned for just cause. Such reasons shall be stated in writing to the Contractor by the District. The Contractor shall remove such security guard immediately following receipt of the communication. The District has the right of refusal. Prospective guards will be interviewed by district personnel. The district requires a male and female combination of guards at all times so that they may have access to appropriate areas.
6. The Contractor shall pay all wages, Federal and State taxes, local occupational license taxes, unemployment benefits, disability benefits, social security benefits, senior benefits and pensions, and any other payments, which employers are normally obligated to pay on behalf of their own employees and the Contractor agrees to indemnify and hold the District harmless for the payment thereof.

SPECIFICATIONS/SECURITY GUARD SERVICES

7. The Contractor shall provide personnel capable of satisfactorily performing their duties and shall be entitled to provide personnel for that purpose without regard to the race, color, creed, sex, age, or national origin of such employee or personnel of the Contractor. Current security guards shall be given consideration for employment with successful vendor awarded the contract.
8. All guards shall dress in clean and complete uniforms at all times while on duty for the School District. Complete uniform shall include dark slacks and shoes, white dress shirt, tie, blazer, badge and nametag. Provided, however, that probationary or temporary employees (those assigned by the Contractor for less than thirty (30) days) shall not be required to wear blazers. The School District reserves the right to require that all guards be dressed in

complete uniform for certain occasions.

9. The Contractor shall assume entire responsibility for any and all injury to persons and damage to property, and for any and all penalties, fines, and other damages imposed by governmental authorities arising out of the performance of the work under the security guard agreement. The Contractor expressly agrees to indemnify, defend, and hold the District, its directors, officers, employees and representatives free and harmless from and against any and all loss, liability, expense, claims, costs, suits, and damage (including attorneys' fees, court costs, penalties, fines and impositions) resulting from, arising out of or in any way related to the Contractor's operations and/or negligent performance under or pursuant to this Agreement.
10. The Contractor shall provide security guard services at school district facilities as provided in **Appendix A**.
11. The security guards shall provide such services as agreed to between the Contractor and District. Such services shall be reduced to writing in specific duties and orders for each guard at each facility. Refer to Security Personnel Job Description, **Appendix B**.
12. The Contractor shall schedule security guards who shall work in accordance with the schedule as provided by the District. Such schedule shall be provided to the Contractor at least ten (10) days in advance.
13. The Contractor shall provide services for a period of time beginning July 1, 2025 and ending June 30, 2026 unless a three-year contract is awarded and the ending date shall be June 30, 2028.
14. The District reserves the right to cancel this Agreement with the Contractor with thirty (30) days written notice. The Contractor has the right to cancel this Agreement with the School District upon sixty (60) days written notice.
15. In the event that the District requests or requires the employees of the Contractor to operate any motor vehicle in the performance of the services herein provided, then, and in that event, the District shall hold harmless and indemnify the Contractor for whatsoever loss, claim, or damages as may be related to the business operation and business use of said motor vehicle(s); and further provide the Contractor with a Certificate of Insurance verifying the same.
16. The District agrees to pay the Contractor for the services provided herein at the following hourly rates for each security guard assigned to the District's facilities:
17. All guards shall be required to participate in any training as may be required by the District at the rates as set forth as rate 1.

Additionally, if the district requests the services of any guard who is normally scheduled to work during the student day for any evening event, the Contractor may bill the District at 1.5 times the rate set forth in rate 1.

18. The District will provide communication radios. Two-way portable communication radios will be compatible with the school district's radio frequency.
19. The Contractor shall provide certification that it subscribes to a drug free work place testing program. Security Personnel assigned to the district must satisfactorily complete a drug screen test. The District will assume the cost of the drug screen test.

19. **Public School Code and Other Applicable Laws**

In all respects, the Contract, the parties and operations under the Contract are subject to the provisions of the Pennsylvania Public School Code and all other applicable laws, rules and regulations of Federal, State and local government.

20. **Governing Law**

The Contract shall be governed by the Laws of Pennsylvania.

21. **Successors and Assigns**

School District and Contractor, respectively, bind themselves, their heirs, successors, assigns and legal representatives to the other party hereto with respect to all covenants, agreements and obligations in the Contract. This Contract may not be assigned without the written consent of the School District.

22. **References**

Please provide at least three (3) references, specifically contracts with public education facilities.

23. **Proposal Identification**

All proposals should be submitted in a sealed envelope marked, "PROPOSAL FOR SECURITY SERVICES – Attn: Jennifer Tressler, Director of Business Affairs." The vendor name must be clearly marked on the envelope.

24. **Signature**

An authorized representative of the vendor must sign the RFP signature page, the spreadsheet, and the pricing form in ink signifying agreement to all terms and conditions in the RFP.

25. **Award of the Contract and Board Reservations**

The recommended proposal will be presented by the June 2025 or August 2025 School Board of Directors' meeting. The School Board of Directors reserves the right to accept or reject any or all proposals, or parts thereof, or items therein. The School Board of Directors reserves the right to waive any or all technicalities or informalities in bidding.

APPENDIX A

SECURED PROPERTY

The Contractor shall provide security guard services at the following school district facilities as directed:

**Shaler Area High School
381 Wible Run Road
Pittsburgh, PA 15209**

**Shaler Area Middle School
1800 Mt. Royal Boulevard
Glenshaw, PA 15116**

**Shaler Area Elementary School
700 Scott Avenue
Glenshaw, PA 15116**

Properties include all buildings and grounds located at property address. The buildings and grounds shall include but not be limited to Shaler Area High School, Shaler Area Intermediate School, the athletic fields, the parking lots and driveway areas, and other lawns and property.

It is agreed in the event that the District shall request security services at a location other than designated herein; all of the terms of this agreement shall apply.

APPENDIX B

SECURITY PERSONNEL JOB DESCRIPTION

The role of the security personnel at Shaler Area High School is to assist the building administration and faculty in the daily supervision of the school. The security officer's primary responsibility is to help facilitate a safe and orderly environment within the school setting. All incidents that relate to student misconduct will be report to the appropriate assistant principal.

A. External Security

Report to Principal or Designee

1. Report to school at the direction of the School Administration.
2. Monitor the parking lot throughout the day to ensure that the students are leaving the building for legitimate reasons.
3. Check all the doors to make sure they are locked to protect students from unauthorized visitors.
4. Assist and direct parents when they pick up students for early dismissals.
5. Monitor and direct students to the main office when they are tardy.
6. Help and direct visitors to the main office.
7. Monitor work study students as they leave the parking lot.
8. Consult with the building administrators regarding traffic flow and signage.

B. Internal Security

1. Supervise and monitor the use of metal detectors or weapons detection systems at building entry points; conduct or supervise primary and/or secondary screenings when necessary, in accordance with district protocols.
2. Supervise the hallways and restrooms while the students are in class.
3. Monitor the locker rooms regularly.
4. Escort students to and from the main office when necessary.
5. Check all hall passes. Escort the students back to class if they don't have a hall pass.
6. Assist the administration in locker searches if necessary.
7. Be visible and mobile throughout the building.
8. Assist in all fire drills and other building emergencies.
9. Be familiar with the student handbook and enforce all of the school rules.
10. Report all violations of school policy to the building principal.
11. Other appropriate security duties as assigned by building principals or designee.
12. Assist in reviewing the security system video.

C. Attire

1. Blazers, slacks and ties should be worn by all guards while on Duty. Additionally, a security badge should be displayed. Uniforms and badges are provided by selected contractor. A District ID badge will be issued at the school district's expense.

APPENDIX C

SHALER AREA SCHOOL DISTRICT SECURITY GUARD SERVICE RFP

Cost Summary

List hourly rates for Security Guard Service as specified:

1 Year Contract (Fiscal 2025-2026 Only)

Rate	2025-2026
Rate 1 – Security Officer	\$
Rate 2 – Event Security Officer (after school hours)	\$
Rate 3 – Site Supervisor	\$

3 Year Contract (Fiscal 2025-2026 to 2027-2028)

Rate	2025-2026	2026-2027	2027-2028
Rate 1 – Security Officer	\$	\$	\$
Rate 2 – Event Security Officer (after school hours)	\$	\$	\$
Rate 3 – Site Supervisor	\$	\$	\$

Note: If quoting on other than specified, please include a detailed explanation.