



REQUEST FOR PROPOSAL

Security Services

**Lakewood High School
14100 Franklin Blvd.
Lakewood, Ohio 44107**

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SECTION I
INSTRUCTIONS TO BIDDERS

1. Manner and Time of Submission of Bids

Prior to bid due date (see below), send email notification of your Intent to Participate to: christopher.donahoe@lakewoodcityschools.org. This notification will allow us to provide any updates if required.

1. An officer of the company, authorized to bind the corporation to a contract must sign the bid.
2. Bids may not be modified after submittal and must be held firm for 90 days from the due date.
3. Bids should be submitted as follows:
 - a. Attach the Section V Bid Submission Form to submitted bid.
 - b. Provide hourly cost, and total annual cost based on the wages and hours specified on the Bid Submission Form in Section V of this document.
 - c. Pricing should be developed and submitted on the Bid Submission Form. Attach all other required information in a format of your choosing. Should additional information or clarifications be needed, contact: christopher.donahoe@lakewoodcityschools.org.
 - d. Contractor must demonstrate an understanding of Ohio State Employee Retirement System as it applies to contract employees working in the Lakewood High School.
 - e. Awarded company shall maintain during the term of the agreement a policy of comprehensive general liability insurance with coverage limits of at least \$4,000,000 for combined single limit per occurrence for bodily injury and property damage.
 - f. Deliver two (2) hard copies of complete bid package to the address below.
 - i. Bids shall be submitted in a sealed envelope by 11:00 a.m. on Monday, April 21, 2025 to the following address:

Office of the Treasurer
Lakewood City Schools
13701 Lake Avenue
Lakewood, OH 44107

2. Award and Content of Contract

- Contractor will be expected to be notified soon after May 20, 2025 of the contract award.
- Contract term is one (1) year from July 1, 2025 through June 30, 2026 with Lakewood City Schools having the option to renew the contract for two (2) successive one (1) year periods, from July 1, 2026 through June 30, 2027; the second renewal from July 1, 2027 through June 30, 2028.
- The cost to Lakewood City Schools for the original term and any renewal term shall be the bid price quoted in Section V. Lakewood Schools shall give thirty (30) days prior notice if it elects to contract for a successive term or terms.

SECTION II
QUALIFICATIONS OF BIDDERS
REQUIRED INFORMATION

Please provide:

A. Capabilities Proposal

We encourage you, in your proposal, to tell us about your company and how you would, if selected, prepare for and handle the Security obligations. Certain subjects are of particular importance to us and we request a detailed outline as to how you would address the items listed below. Please do not feel restricted to these items, as we wish to know as much as possible about your company and its operation.

1. **Quality Control** - How do you intend to control and report on the quality of service?
 2. **Training** - Outline your security training program, including all training required to meet contract requirements. What ongoing training programs does your company use for on-site personnel and how is it applied?
 3. **Management and Account Supervision** - What is your company philosophy on management? How would you approach account supervision for this specific job?
 4. **Personnel** - How do you attract and retain your hourly employees?
 5. **Employee Benefits** - Outline what benefit programs your company provides for your employees.
 6. **Additional Services** - What additional services can your organization provide?
 7. **Technology** - Please outline any technology your company can provide?
 8. **Reporting** - What types of reports can we expect from your company?
 9. **Post Orders** - Please provide a sample copy currently implemented at an existing account. Post orders will be determined through the policies and procedures for security of the Lakewood City School District.
 10. **Incentives** -What types of incentives do you recommend offering employees to improve baseline performance?
- B. A list of current public education references utilizing your services, minimum of two references. References should be similar in size and have similar requirements to those of the Lakewood High School (approximately 1,300 students). Include the name of an individual to contact, along with email and telephone number.
- C. A transition plan, if applicable, including any special provisions and support planned for the transition of service.
- D. Any other information that will help Lakewood City Schools in assessing the quality of service provided by your company.
- E. A copy of the Contractor's business license for the State of Ohio.

SECTION III

GENERAL INFORMATION

A. Staffing Requirements

1. Dates:
 - a. Instructional Days at Lakewood High School (LHS), 14100 Franklin Blvd, Lakewood, OH 44107. Based on approximately 180 instructional school days per year.
2. Hours:
 - a. Monday-Friday staggered hours from 7:00 a.m. - 3:30 p.m. on LHS instructional days.
 - Lead Officer: 7:00 a.m. – 3:00 p.m.
 - One (1) Security Officer: 7:15 a.m. – 3:15 p.m.
 - Four (4) Security Officers: 7:25 a.m. – 3:25 p.m.
 - b. Each security officer will have an 8-hour day, with the expectation that breaks and a 30-minute lunch will be paid, provided the officer stays “on-radio” and on property, available to respond as needed.
 - c. Officers may be asked to work additional events such as football games, basketball games, dances, Prom and graduation. If any of these events are worked, each officer will be paid at a rate of time and one half for any hours over 40.
 - d. All officers are required to take lunch and any breaks in the security office.
3. Number of Officers:
 - a. One (1) officer designated as Lead Security Officer with a minimum of five (5) years of experience as a school security officer.
 - b. Five (5) additional security officers performing mobile and roving duties.

B. Job Descriptions:

Lakewood City Schools reserves the right to add to the Security Officer duties as deemed necessary.

1. **All Officers**

- Assist in maintaining a safe and secure school environment.
- Respond to and provide assistance in security-related situations in conformance with common sense and good judgement and in keeping with Lakewood City Schools’ policies and procedures.
- Monitor and enforce access control procedures for LHS, including identification of personnel.
- Control entry and exits to the school and vital areas in accordance with school expectations.
- Use reasonable effort to deter persons observed attempting to or gaining unauthorized access to the property.
- Respond to suspicious incidents and complete appropriate reports.
- Assist with traffic control.
- Minimize congestion, control disruptions, and reduce safety risks related to crowded areas.
- Patrol for safety discrepancies or student infractions.
- Assist administrators as a witness during student searches or investigations.
- Cooperate with and assist law enforcement agencies in connection with school business.
- Perform any other security services as may be set forth in contractor’s special orders from time to time agreed to by both parties.

2. **Lead Security Officer**

- Assist the Security Supervisor (Lakewood City Schools) with the management, training and professional development of the security team.
- Serve as liaison to Contractor for attaining uniform items, training resources, incident report forms, professional certification allocation and employee evaluation reporting.
- Work with the Security Supervisor in conducting video surveillance investigations. Upon direction of Security Supervisor, collect and edit footage along with other supporting visual information for distribution to administrators, for preparing reports and documentation.
- Work with the Security Supervisor to prepare schedules for security personnel for regular school days, staff and student assemblies, student testing and special events.
- Collaborate with Security Supervisor and LHS administrators identifying security risks, and assigning coverage areas/objectives for security team during emergency, fire and tornado drills.
- Communicate with security personnel about expected visitors, upcoming drills, modified bell schedules, and current events that may affect normal security activities.
- Help the Security Supervisor in tracking and managing two-way radio distribution and maintenance within the district.
- Prepare and evaluates daily activity reports (DAR) and sends monthly, semester and annual data to the Security Supervisor for evaluation.
- Review, edit and update security post orders, building emergency manuals, and security equipment charts, at the direction of the Security Supervisor.
- Work in partnership with the Security Supervisor in reporting, tracking and distributing time sheets to Contractor.
- Assist building administrators, Lead Security Officer and Security Resource/D.A.R.E Officers (Lakewood Police Department) in conducting investigations and/or searches of students involved in altercations, theft, or other school related infractions.
- Perform duties of roving and mobile officers as needed.

3. **Security Officers – Mobile**

- Any officer assigned as the mobile officer must first produce verification that he/she has completed any driving program required by the security company he/she works for.
- No security officer assigned to mobile security is permitted to transport any student without first completing a physical and driving test administered through the program used by the West Shore Career-Technical District. Any costs associated with the physical and driving test will be paid by the Lakewood City School District.
- Use LCS-owned vehicle to provide the following services:
- Monitor parking lots of Lakewood City School properties for parking discrepancies and safety concerns
 - Ensure staff/students have the appropriate parking stickers.
 - Make sure staff/students are parking in the designated parking areas
 - Note general parking discrepancies such as parking in a fire lane, restricted parking space, or vehicles taking up multiple parking spaces.
 - Issue Parking Violation Notices to vehicles parked in violation of various parking rules.
- Observe neighborhoods and local business areas around Lakewood City Schools for students that are skipping school without the appropriate paperwork from the school. Document the infraction through the discipline referral process (DRP) for LHS.
- Serve as an expeditor for Lakewood City School administrators at LHS
 - Pick-up & drop-off of two-way radios to/from Lakewood school buildings.
 - Mobile escorts for administrators conducting home visits

- Serve as transportation with administrator/designee for students needing special drop-off/pick-up which are approved by the Security Supervisor.
- Pick-up/drop-off of security-related paperwork to Central Office from the Security Supervisor.
- Escort new officers to Central Office for processing
 - I.D printing and pick-up
 - Vehicle registration and sticker replacement
- Transport security officers to various buildings for special situations which are approved by the Security Supervisor
- Perform duties of roving officer as needed.

4. Security Officers - Roving

- Patrol the interior and exterior areas of LHS for safety discrepancies or student infractions.
 - Redirect students out of compliance with the rules according to the annual Lakewood High School Student and Parent Handbook. Examples include:
 - In the hallway during a class period without an appropriate pass.
 - Students without a visible I.D.
 - Patrol inside a restroom each time it is passed. Male guards check male restrooms. Female guards check female restrooms. If there is an emergency in a restroom of the opposite gender, announce that a male/female security officer is coming in, and enter to assist.
 - Examples of an emergency would be: a physical altercation, medical emergencies. All other issues can wait for the appropriate gender officer to arrive or for the students to exit the restroom. Officers may wait outside restrooms for students to exit.
- Monitor the cafeteria and common areas of the school building to minimize congestion, control disruptions, and reduce safety risks related to crowded areas.
 - Observe and respond to potential risky behavior that could escalate into verbal or physical altercation
 - Escort students to the house office, as directed by staff and administration
 - Document infractions using DRP, and disruptions caused by students in classrooms, hallways, or common areas.
- Assist administrators conducting searching students during an investigation
 - Principals are responsible for the searching of students. If requested by a principal to be involved with search, serve solely as a witness. Officers are not to touch a student or his/her belongings.
- Monitor parking lots of Lakewood City School properties for parking discrepancies and safety concerns.

C. General Guidelines:

- Be professional at all times. Treat staff, students and visitors with respect.
- There is no smoking on school property. This includes students, staff and visitors. Students found smoking should be escorted to their house office and document the event on a discipline referral.
- Be attentive to any graffiti found in your area and report that to Security Supervisor to be photographed and removed.

- Enforce the high school dress code. Students found out of dress code should be reported to their house office.
- Don't consume food or beverages while patrolling.
- Immediately report any situation you believe to be a safety issue to Security Supervisor.
- Keep your hands off students unless it becomes necessary to protect yourself or others. Only use the force necessary to control the situation.
- Be attentive to your surroundings. Be very aware of students gathering in one place and move them along.
- Keep your ears tuned in to conversations and report anything you hear that seems out of the ordinary. (Fights being planned, drugs being used, sold, parties being planned, abuse by parent or guardian, etc.) Report anything out of the ordinary immediately to Security Supervisor, who will notify the appropriate house office to make the necessary contacts.
- Don't become involved in a verbal altercation with students.
- Don't use abusive language towards anyone.
- Avoid becoming too friendly with students. Do not engage in personal conversations with students.
- Do not accept or give anything to students.
- Students found fighting should be separated. Do not get between the combatants. If you need to physically separate them, do it from behind them. Take the students to separate house offices.
- Don't accept deliveries for students or staff.
- Don't become involved in a relationship with any student.
- Work with each other as a team.
- Assist one another when necessary and do not step over another security officer's authority.
- Do not counsel students. If they need counseling direct them to their guidance counselors.
- Stay out of house offices unless called there or escorting a student there. Once arriving at a house office advise the secretary of the issue and leave. Only stay if is requested by the Principal, the secretary, or Security Supervisor.
- Be in your assigned area.
- Don't hang out in the security office.
- Don't fail to assist a staff member whether you're on the way to lunch or not.
- If you are assigned to Door 32, you are to remain at Door 32 until relieved by another guard. Do not respond to calls for assistance from there.
- Don't become involved with rumors. If any security officer has a concern he/she should immediately bring that concern to the attention of Security Supervisor.
- Don't discuss any security issues with staff or students.
- Don't discuss your opinions with Principals, staff or students. If you have an opinion regarding security you should discuss that opinion with Security Supervisor.
- Don't criticize principals regarding discipline assigned to a student. Discipline assigned is of no concern to security.
- Don't discuss religious beliefs while on duty.
- Don't talk on a cell phone while patrolling. This includes texting. If you must take an emergency call, go to the security office.
- Think about what you want to say on the radio before you say it.
- Unless there is an emergency, wait for other radio conversations to finish before starting one.

D. Typical Staff Assignments – see below:**LHS SECURITY OFFICER POSTING ASSIGNMENTS**

Name	Arrival 0730- 0800	1ST Period	2ND Period	3RD Period	4TH Period	5TH Period	6TH Period	7TH Period	8TH Period	9TH Period	Dismissal 1500-1520
<u>LH-02</u>	0715 Door 32	A, B, C, E All Floors	A, B, C, E All Floors	A, B, C, E All Floors	Door 32	A, B, C, E All Floors	A, B, C, E All Floors	A, B, C, E All Floors	Door 32	A, B, C, E All Floors	
<u>LH-03</u>	Door 32 0715	Door 32	1st Floor A, B, C, E Break	3rd Floor A,B,C,E	2 ND Floor A, B, C, E Lunch	Door 32	3 RD Floor A, B, C	1 ST Floor A, B, C, E	3 RD Floor A, B, C	3 RD Floor A,B,C	Civic Aud. Crosswalk
<u>LH-04</u>	Franklin Crosswalk Duty	2 ND Floor A,B,C,E	Door 32	2nd Floor A,B,C, E	1 ST Floor A, B, C, E Break	Lunch 2 ND Floor A,B,C,E	Door 32	3 RD Floor A,B,C	1 ST Floor A,B,C,E	Door 32	Franklin Crosswalk Duty
<u>LH-05</u>	South Hall by Door 22	1 ST Floor A, B, C, E	2 nd Floor A,B,C,E	Door 32	3 rd Floor A, B, C Break	1 st Floor A, B,C,E	Lunch 2 ND Floor A,B,C,E	Door 32	2 ND Floor A, B, C, E	1 ST Floor A,B,C,E	Door 32 Outside
<u>LH-06</u>	South Hall by Door 19	3 rd Floor A, B, C	3 rd Floor A,B,C	1 st Floor A, B, C, E Break	2 ND Floor A, B, C, E	3 rd Floor A,B,C	1 ST Floor A,B,C, E	2nd Floor A,B,C,E Lunch	Door 32	2 ND Floor A,B,C,E	Cafeteria
<u>LH-07</u> (Mobile)	North Lot Entrance Mobile	Fitness Center Lot	Mobile Patrol Bldg. D	Mobile Patrol Bldg. D	Mobile Patrol Break Bldg. D	Mobile Patrol Bldg. D	Mobile Patrol Bldg. D	Mobile Patrol Bldg. D	Mobile Patrol Bldg. D Lunch	North Lot	North Lot
	Bell Schedule	0800- 0840	0845- 0925	0930-1010	1015-1055	Homeroom 1100-1115 1120-1200	1205-1245	1250- 1330	1335-1415	1420- 1500	Dismissal



**LAKWOOD CITY SCHOOLS
CALENDAR FOR 2025-26**

2025

Wednesday, August 6, 2025	All School Offices open
Wednesday, August 20, 2025	Professional Day for staff
Thursday, August 21, 2025	Professional Learning Day for staff K-8
Thursday, August 21, 2025	First Day of Instruction – LHS grade 9 students only
Friday, August 22, 2025	First Day of Instruction – all other students
Wednesday, August 27, 2025	First Full Day for Kindergarten
Monday, September 1, 2025	Labor Day – no school for all students – offices closed
Friday, October 10, 2025	NEOE Day – no school for all students
Wednesday, October 29, 2025	Elementary/MS Evening Parent Conferences—school in session for K-12 students
Thursday, October 30, 2025	Elementary/MS Parent Conferences – no school for K-8 students
Thursday, October 30, 2025	LHS Evening Parent Conferences– school in session for 9-12 students
Friday, October 31, 2025	Elementary/MS Parent Conferences – no school for K-8 students
Monday, November 3, 2025	LHS Evening Parent Conferences– school in session for 9-12 students
Tuesday, November 4, 2025	Professional Learning Day for staff – no school for all students
Wednesday, November 26, 2025	Non-instructional Day – no school for all students
Thursday, November 27, 2025	Thanksgiving Vacation – no school for all students – holiday for all employees
Friday, November 28, 2025	Thanksgiving Vacation – no school for all students – holiday for all employees
Monday, December 1, 2025	School Reopens
Friday, December 19, 2025	Professional Day for staff – no school for all students
Monday, December 22, 2025	Winter Break Begins – no school for all students
Wednesday, December 24, 2025	Christmas Eve - Holiday for all employees
Thursday, December 25, 2025	Christmas Day - Holiday for all employees

2026

Thursday, January 1, 2026	New Year's Day – holiday for all employees
Monday, January 5, 2026	School Reopens for 6-12 students – Professional Day Elementary only- no school Pre-K-5
Tuesday, January 6, 2026	All students back in session
Monday, January 19, 2026	Martin Luther King Day – no school for all students – holiday for all employees
Friday, February 13, 2026	Professional Learning Day for Staff – no school for all students
Monday, February 16, 2026	Presidents' Day – no school for all students – holiday for all employees
Friday, March 13, 2026	Professional Learning Day for Elementary only – no school for Pre-K-5 students
Friday, April 3, 2026	Holiday for All Employees - no school for all students
Monday, April 6, 2026	Spring Break Begins – no school for all students
Monday, April 13, 2026	School Reopens
Tuesday, May 5, 2026	Election Day – no school for all students – offices closed
Monday, May 25, 2026	Memorial Day– holiday for all employees
Thursday, June 4, 2026	Last Day of School for all students
Friday, June 5, 2026	Professional Day for staff
Friday, June 19, 2026	Juneteenth – holiday for all employees
Friday, July 3, 2026	Independence Day Observed – holiday for all employees

Note: In case of excessive emergency closings of school, the make-up days will be on January 19 (Martin Luther King Day), February 16 (President's Day) and at the end of school year if necessary. The calendar is subject to change.

Approved: 10/21/2024

Conference days are typically determined after the calendar is approved.

SECTION IV SPECIFICATIONS

Scope of Work

A. General Conditions and Requirements

1. Service Contractor shall ensure that its employees are familiar with, trained in and abide by all manuals, protocols and procedures determined by Lakewood City Schools as necessary to perform the services as set forth in the Contract.
2. Lakewood City Schools has the right to require Service Contractor to remove from its work force assigned to this contract any employees deemed incompetent, careless, or otherwise objectionable, or whose actions are deemed contrary to public interest or inconsistent with the best interest of Lakewood City Schools.
3. All service contractors' employees shall be physically qualified to perform assignments, neat and clean in appearance, and free of communicable diseases.
4. Service contractor shall provide an emergency phone number in order to be notified of any problems in performance of the service agreement.
5. The contractor, at its expense shall take every precaution for the safety of its employees and the property in the progress of work. Service contractor shall take all necessary precautions to conduct its work in a safe manner so as to prevent injury to persons and/or damage to the property.
6. Service contractor shall provide all necessary supervision and upon request conduct an inspection with Lakewood City Schools Management to ascertain compliance with the provisions of this contract.
7. Service contractor shall maintain detailed accounts as to substantiate billing rendered under the provisions of this Agreement. Lakewood City Schools shall be afforded access at reasonable times to service contractor's books, records, correspondence, instructions, receipts, etc., related to billing.
8. Service Contractor shall provide its employees with uniforms, which are to be worn at all times while on building premises. Uniforms are subject to the standards of Lakewood City Schools.
9. Contractor, its officers and employees and all others acting under its direction and control, shall be duly licensed and will obtain all necessary permits to perform services by the State of Ohio, Cuyahoga County and City of Lakewood.
10. Successful vendor will participate and contribute to SERS for each employee assigned to Lakewood City Schools. Successful vendor will furnish Lakewood City Schools a monthly recap for officers worked, total hours worked and the total contributions made on each employee's behalf.

B. Duties

1. During the term of this Agreement, Contractor shall provide fully-trained and qualified uniformed security officers and as needed coverage for special events.
2. The duties and responsibilities of Contractor's security officers shall be those specified herein. Contractor's employees assigned under this Agreement shall conform to such rules and regulations and shall perform such other duties as may be mutually agreed upon in writing from time to time by Contractor and Lakewood City Schools.
3. Contractor shall provide the security services detailed in Section 3 for Lakewood City Schools, in accordance with policies and procedures established by Lakewood City Schools.
4. Contractor shall provide necessary training, and arrange for all necessary certifications of its security personnel in the skills necessary for performance of Contractor's obligations hereunder.
5. Lakewood City Schools reserves the right to provide ongoing training related to Crisis Prevention and Intervention, Van Certification, and other topics as deemed necessary.

C. Standards of Performance

1. As a condition of this Agreement the following standards will be required of Contractor:
 - a. Demonstrate compliance with federal, state and local laws governing U.S. residency or registry for employment eligibility.
 - b. Possess proof of having met the requirements from the State of Ohio for Private Security Guards.
2. All personnel assigned to this account will:
 - a. Possess a high school diploma.
 - b. Demonstrate the ability to read and write in English.
 - c. Have in their possession the State of Ohio Security Guard ID Card.

SECTION V
BID SUBMISSION FORM

Name of Contractor: _____

Contact Person: _____

Company Address: _____

Email Address: _____

Telephone Number: _____

Tax Identification Number: _____

Quantity of Officers	Officer Classification	Billed Hourly Rate per Officer	Daily Hours	No. of Days	Annual Cost
1	Lead	\$	8.0	180	\$
5	Mobile/Roving	\$	8.0	180	\$
Total Annual Bid Price:					\$

The undersigned:

1. Is fully acquainted with and understands completely the scope of services covered by this Request for Proposal in Sections I-IV.
2. Has examined all factors and conditions affecting, or which may be affected by the work, their various parts and elements. The bid price includes all of the Contractor's costs associated with the Contractor's strict adherence to this entire Request for Proposal.
3. Successful bidder agrees to execute contract within fifteen days of notification of award of bid.
4. Agrees:
 - a. To hold the Bid open and the Bid Price firm for ninety (90) calendar days from its submittal date.
 - b. To accomplish all work for the sum of money outlined on Bid Submission Form for the duration of the Agreement, including renewal terms.
 - c. To perform the work in conformance with the services and requirements listed in this Request for Proposal.
 - d. Bidder acknowledges and agrees that Lakewood City Schools may, at its sole discretion, increase or decrease the number of security personnel required or their hours worked. Lakewood City Schools may also adjust the number of instructional days (approximately 180). Contractor expressly acknowledges and agrees that Contractor shall be paid only for the hours worked by its security personnel at the hourly rate established in the bid accepted by Lakewood City Schools.

5. Confidentiality:

The undersigned understands that the contents of this Request for Proposal are solely for the use of Lakewood City Schools. They are not to be disclosed or used by any other person without prior authorization.

We have hereby submitted our bid:

Printed Name: _____

Signature: _____

Title: _____

Date: _____