

Request for Proposal

For

Security Services

For

The Raytown C-2 School District

Raytown Quality Schools

Raytown, Missouri

May 5, 2026

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Information

The Raytown C-2 School District is requesting a proposal and a statement of qualifications from qualified licensed security firms to provide security services that ensure student and staff safety and protect school property in all Raytown public schools.

School District:

Raytown C-2 School District

6608 Raytown Road

Raytown, Missouri 64133

District Contact:

Josh Hustad Executive Director of Operations

Raytown Quality Schools

6608 Raytown Road

Raytown, MO 64133

816-268-7000

816-268-7029 (FAX)

Josh.hustad@raytownschools.org

Submit Sealed Proposal:

Josh Hustad , Executive Director of Operations

Raytown School District

6608 Raytown Road

Raytown, MO 64133

Bid Opening Date: 5/11/2026 noon

An informal opening will take place at this time. Attendance is NOT required.

Overview

The Raytown C-2 School District is requesting a proposal and a statement of qualifications from qualified licensed security firms to provide security services that ensure student and staff safety and protect school property in all Raytown public schools.

Security services are needed for the following:

- On-site foot patrols
- Follow up on alarms and notifications (24hours/7 days a week)
- Interior building patrols
- Checking door locks
- Security guards for athletics, activities, and Board meetings
- Residency Investigations
- Crossing Guards
- School Security Officers
- Other Duties as Assigned

Current Security Placement

Regular School Year-Stationary:

Raytown Success Academy, one (1) Officer, MONDAY – FRIDAY 0645 - 1445

(Except for posted School District Holidays)

Raytown High School, one (2) Officers, MONDAY – FRIDAY 0645 – 1445

1 officer 1100-1900

(Except for posted School District Holidays)

Raytown South High School, one (2) Officers, Monday – FRIDAY 0645-1445

1 officer 1100-1900.

(Except for posted School District Holidays)

Raytown Middle School, one (1) Officer, MONDAY – FRIDAY 0730 - 1530

(Except for posted School District Holidays)

Raytown Central Middle School, one (1) Officer, MONDAY – FRIDAY 0715 – 1630

(Except for posted School District Holidays)

Raytown South Middle School, one (1) Officer, MONDAY – FRIDAY 0730 – 1530

(Except for posted School District Holidays)

Summer School -Stationary:

Raytown Success Academy, one (1) Officer, MONDAY – FRIDAY 0645 - 1445

Designated High School Site, Two (2) Officers, MONDAY - FRIDAY 0645 -1445

Designated Middle School Site 1, One (1) Officer, MONDAY - FRIDAY 0730 - 1530

Patrol:

2 Officers and 1 Lead Officer

Patrol (All 25 District Properties properties):

Monday-Friday, 0700-1700

Other:

Events / Activities / Special Coverage as needed:

Range of 1 – 10 officers per event

During and after school possible

Weekdays and weekends possible

Note: Radios ARE provided by the District; Radios linked to RPD/KCPD Dispatch

Proposal Due Date and Time

In order to be considered, 1 sealed copy of the proposal must be received by Raytown C-2 at the address stated below by personal delivery or by U.S. Mail by the following date and time:

May 11th, NOON

District Terms

Proposals will be date and time stamped upon receipt by the Raytown C-2 School District.

The request for proposal does not commit the District to any specific course of action.

The District reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price.

The District reserves the right to design the evaluation criteria to be used in selecting the best bid.

The District reserves the right to provide the final contract for mutual consideration and agreement.

Should any differences arise as to the meaning or intent of the specifications, the District's decision shall be final and conclusive.

If the scope of the purchase changes substantially, the district will rebid the product or service unless otherwise provided in this procedure.

The District reserves the right to reduce or increase numbers of items or services for the original request for bid/proposal/quote.

Proposals including any additional information other than what is requested may be rejected.

Proposals not following indicated format and/or incomplete may be rejected.

The District reserves the right, after opening the Proposals, to reject any of all or the Proposals, or to accept the Proposal that in its sole judgment may be in the best interest of the District.

Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

Any bid that is withdrawn after opening will sacrifice their Bid Bond and/or Cashier's Check for the full amount of the Bid Bond per requirements.

It shall be the responsibility of the selected vendor to initiate and complete the process of certification to become an approved vendor for RQS. It shall be the responsibility of the vendor to provide the necessary documentation, and to verify satisfactory completion, for this certification.

Federal and State laws, Local ordinances and Board policies apply to contracted services. No portion of any master service agreement or contract may defy these laws, ordinances, and policies. Any such portion of a master service agreement or contract that does defy these laws, ordinances, and policies will be considered null and void.

Payment and Retainage

The District is exempt from sales tax and use taxes. Taxes shall not be listed in a bid/proposal/quote or on invoices. A copy of the letter exempting the District from paying these taxes is available from the District upon request by the contractor/vendor.

A payment schedule shall be decided on with the chosen contractor/vendor. Said schedule shall be part of the contract between the contractor/vendor and District.

There shall be no hidden costs associated with this bid/proposal/quote. If the contractor/vendor foresees any additional or unexpected costs or charges to be made, these charges need to be explained in the bid/proposal/quote.

Purchasing and payments shall be in accordance with Board policy DJF as outlined in administrative procedure DJF-AP1. This procedure can be found on the District website.

The initial master service agreement will be awarded to the selected firm with a one-year base term and two one-year extensions to be renewed at Raytown C-2's discretion in subsequent years.

Contact Person and Address for Submission of Proposals

Interested, qualified firm and persons are invited to submit proposals to the following contact person and address:

Josh Hustad, Executive Director of Operations

Raytown C-2 School District

6608 Raytown Road

Raytown, MO 64133

Telephone: 816-268-7000

Selection Process and Minimum Requirements

Each firm must meet the following minimum qualifications (firm may not use sub-contractors to fulfill any obligations within its contract).

Firm shall conform to the requirements listed in this request.

The selected firm shall have the responsibility to ensure that the products and services that are delivered to the District match the request and the specifications listed.

Firm may not use sub-contractors to fulfill any obligations within the contract.

The selected firm shall not increase pricing after submitting their bid.

Firm must be located within 20 miles of the Raytown School District.

Firm must provide a minimum of 7 references (2 financial references and 5 client references).

Firm must be licensed with the necessary legal entities such as the State of Missouri, the City of Raytown, and the City of Kansas City to perform the above mentioned security services.

The safety and well-being of students and all persons within the Raytown School District is paramount. Therefore, before a new security officer begins working at any Raytown site, the security firm shall submit an approved Division of Family Services background check and an approved FBI fingerprint background check on each new security personnel before their start. The Raytown School District Human Resources Department will determine if the above mentioned background checks are considered "approved."

At the time of renewal of the master contract, the security firm shall submit to the Raytown School District approved Division of Family Services background checks and an approved FBI fingerprint background checks on each security personnel.

All security personnel should have the minimum:

Be at least 23 years of age;

Submit a valid photo id with a valid expiration date (MO driver's license, passport, etc.);

Have a valid commission with Kansas City or Raytown;

Past criminal and child abuse background checks

Must be licensed to and carry a firearm.

Firm must provide commissioned officers for security personnel (copies of commissions must be included).

Firm must have patrol services and security experience for public agencies within the last 5 years similar in nature to the scope of services requested herein.

Firm must provide sufficient information to inform the school district to demonstrate the critical importance of student and staff safety.

Required Proposal Format and Content

One bound copy should be submitted on 8 1/2" by 11" paper, single sided, with consecutive page numbers.

The proposal should contain the following sections in the order presented below. Proposals that do not include these sections may be considered non-responsive and as such may not be considered.

1. Bid/Proposal/Quote Cover Sheet
2. Letter of Interest
3. Security Firm Profile and Experience
4. Security Firm Staff Experience
5. Project Budget
6. Litigation History
7. Insurance

8. References
9. Federal Work Authorization Program

Section 1: Bid/Proposal/Quote Cover Sheet

Fill out completely the Bid Cover Sheet which is the last page of this document. Place said cover sheet as the first page of the bid/proposal/quote that has been prepared for consideration.

Section 2: Letter of Interest

The proposal should be introduced with a letter of interest that includes a synopsis of the security firm's services and highlight the firm's capacity to perform the work. The letter should indicate that the firm fully understands and can demonstrate the critical importance of student and staff safety and emphasize their experience and procedures as they directly relate to creating a safe environment for children and adults.

The letter should be signed by the individual with contract signature authority for the firm.

Section 3: Security Firm Profile and Experience

Outline:

Firm history,

Scope of services offered,

Size of the firm,

Location.

The Raytown School District is interested in the experience of the firm in the area of expertise requested. Please provide information regarding school districts and other companies:

Name and location of each school or company,

Years of services at each location,

School/company representative name, title, address, and phone number,

Scope of services at each location,

Name of security services manager at each location.

Note: Services must have been engaged in the past five years.

List and describe any prior or ongoing engagements or professional relationships that would constitute a potential conflict of interest, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed project. The Security Services Firm covenants and agrees that the Security Services Firm and its officers, employees, and subcontractors will

have no interest, including personal financial interest, and will acquire no interest, either directly or indirectly, that will conflict in any manner with the performance of the services called for under this RFP.

Section 4: Security Firm Staff Experience

Submit information for each professional person that will supervise and/or provide security services. Include in this information, training for personnel serving as security within the Raytown School District. Examples of ideal training are as follows:

Homeland Security/Counter Terrorism

Communications/Emergency Response/ICS

Theft Prevention

Limits on use of Force

Detention of Suspects

Ethics/Professional Conduct

First Aid/CPR/AED

Include the following information and any other information for each professional person that the security firm deems relevant:

Years of experience in providing security services

Years of experience with the current security firm

Commission information

Qualifications and experience, (dates and duration)

Include an organizational chart that indicates the project's key personnel and their representatives.

Section 5: Project Budget

Submit fully burdened hourly rates in a table of all proposed personnel by type of service and/or by name of proposed staff. Details of how to bid each type of service is listed below in the Scope of Services section. The following are the types of service for which the firm is to provide budget information using the budget format below:

Security officers for athletics, activities, and Board meetings

Security officers (on campus) for after school activities and practice

Crossing Guards

Staffing a total 10 of officers divided between our 6 secondary building locations

Other Duties as Assigned

Budget Format:

Type of Service	Reimbursable Expenses	Hourly Rate

The Raytown School District will not accept an administrative markup on reimbursable expenses.

Section 6: Litigation History

List all litigation in the last five years, filed against the firm or firm's employees. State the beginning and end date, each lawsuit, case, or proceeding and the judgment or resolution or anticipated judgment or resolution.

Section 7: Insurance

Provide information and certificates on coverage for the following:

1. General Liability
2. Automotive Liability
3. Workers Compensation
4. Umbrella
5. Professional Liability

Section 8: References

Two financial references must be provided from either financial institutions or suppliers using the format below.

Reference	Contact Name	Phone Number
1.		
2.		

Five references must be provided of which three must be schools where you have provided comparable projects (overlaps acceptable). These projects must have been engaged during the last five years. These references must be for services provided by the proposing company, not by individuals within the company who may have worked on projects while at another company. Use the format below.

Reference Organization	Contact Name	Phone Number	Project Completion Date
1.			
2.			
3.			
4.			
5.			

Section 9: Federal Work Authorization Program

Per Missouri Statue, include the following federal forms:

1. Federal Work Authorization Program (E-Verify)
2. Federal Work Authorization Program Affidavit (E-Verify)

Requests for Information

Any questions about the Request for Proposal process must be received in writing by

April 27, 2018

Scope of Services

Projected costs for this service should be billed at an hourly rate and note any reimbursable expenses. Minimum needs will be one personnel at 8 hours per day at 175 days per year (follow the school calendar), 261 days per year (five days a week annually), or 365 days per year.

Projected costs for this service should be billed at an hourly rate and note any reimbursable expenses. There are no minimum needs designated for this service.

Security for After School Athletics, Activities, and Board Meetings:

Security personnel will be made available to patrol interior and exterior at events, be posted at strategic positions and work with local law enforcement to maintain a safe and secure environment at after school athletics, activities, and Board meetings. Numbers of personnel and

duties for each event will vary. The Firm will work with the building Athletic Director and Office of the Executive Director of Operations to determine security needs for each event.

Projected costs for this service should be billed at an hourly rate and note any reimbursable expenses. Minimum needs will be 1-10 personnel for 3 hours per event.

Security for After School (On-Campus)

Security personnel will be made available to patrol the interior and exterior of 2 high school facilities after school hours while activities and practices are occurring. This will require 1 officer at each location after each school day for 175 days.

Crossing Guards:

Security personnel may be required for crossing guard duties as designated by the Executive Director of Operations. The District uses crossing guards at 5 locations for 1 hour in the morning and 1 hour after school. For a total of 8 crossing guards due to some sites having 2.

Projected costs for this service should be billed at an hourly rate and note any reimbursable expenses. There are no minimum needs designated for this service.

School Security Officers:

Staffing 3 guards at Raytown High School and Raytown South High

1 Guard at Raytown Middle School, Raytown Central Middle School, Raytown South Middle School and Raytown Success Academy during school hours. The firm will work with the Executive Director of Operations to determine needs. While at the schools, guards will work with building administrators on patrols, posts, etc. While at the buildings the security personnel will act in the best interest of student and staff safety within their scope of commissioned authority. During incidents that may occur, security personnel will work with local law enforcement to assist and follow their directives. The security personnel in these buildings will provide law enforcement and police services to the school, school grounds and areas adjacent to the school. Investigate allegations of criminal incidents per police department policies and procedures. Enforce state and local laws and ordinances. Make appropriate referrals to juvenile authorities or other governmental agencies. The security personnel will work to prevent juvenile delinquency through close contact and positive relationships with students. The security personnel will establish and maintain a close partnership with school administrators in order to provide for a safe school environment. They will assist school officials with their efforts to enforce Board of Education policies and procedures. They will ensure school administrator safety by being present during school searches, which may involve weapons, controlled dangerous substances or in such cases that, the student's emotional state may present a risk to the administrator. They will assist school administrators in emergency crisis planning and building security matters.

Projected costs for this service should be billed at an hourly rate and note any reimbursable expenses. Minimum needs will be 1 personnel at 2 buildings for 8 hours per day for 175 days per year and an additional 20 days during summer school. Personnel selected for this service should remain consistent and follow the school district calendar for dates of attendance.

It is not possible to outline every detail and duty for security services. On occasion school administrators may ask security personnel to perform other duties as assigned within the scope of hours the personnel are on site. Authorized school administrators may also ask the firm to perform additional duties not mentioned in the above scope of services.

Projected costs for this service should be billed at an hourly rate and note any reimbursable expenses. There are no minimum needs designated for this service.

Bid/Proposal/Quote Submitted By

Company Name

Authorized Name/Title (printed)

Authorized Signature

Contact Person for the Bid/Quote/Proposal process

Email

Fax

Telephone

Date