

REQUEST FOR QUOTATIONS

SAN MATEO UNION HIGH SCHOOL DISTRICT

FIRE WATCH OPERATIONS AT DISTRICT OWNED PROPERTIES

NOTICE IS HEREBY GIVEN that, pursuant to Public Contract Code section 20111(a), the San Mateo Union High School District ("District") is seeking quotations from qualified security firms to conduct fire watch operations at district owned properties.

Respondents to this request should address quotations to:

San Mateo Union High School District
Attn: Charlie Royce, Director of Facilities and Construction

ALL RESPONSES ARE DUE BY 2:00 P.M. ON FRIDAY, 7/31/26 and must be submitted electronically to Charlie Royce at croyce@smuhsd.org, Jasmine Andrade jandrade@smuhsd.org, Miriam Lacues miriam@greystonewest.com, Jessica Olmos jessica@greystonewest.com & Mikael Estrada mikael@greystonewest.com. Proposals received after this date and time will not be accepted.

If you have any questions regarding the request for quotations, please email the district's construction manager, Greystone West Company at miriam@greystonewest.com, jessica@greystonewest.com & Mikael@greystonewest.com, by 2:00 p.m. on Tuesday 7/28/26. Answers will be provided by 5:00 p.m. on Wednesday 7/29/26.

Each quotation must conform and be responsive to the requirements set forth below. The District reserves the right to waive any informalities or irregularities in the quotations. The District also reserves the right to reject any and all quotations and to negotiate contract terms with one or more respondents. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified.

A. SCHEDULE OF EVENTS

DATE	EVENT
7/24/26	Request for Quotations issued.
7/28/26, by 2:00 p.m.	Deadline for submitting questions to District regarding the request for quotations.
7/29/26, by 5:00 p.m.	Date by which District will post responses to questions received.
7/31/26, by 2:00 p.m.	Deadline to submit quotations.
8/3/26	Target date for District's quotation review.
8/13/26	Anticipated District selection.

The District reserves the right to change the dates on the schedule without prior notice.

B. BACKGROUND

In conjunction with California Public Contract Code 20111(a), the San Mateo Union High School District is seeking quotations from qualified security firms to conduct fire watch operations at district owned properties. When the fire alarm system is out of service for repairs or construction on an occupied site, code requires that a designated person continually patrols the affected area to identify hazards, detect early signs of smoke or fire, and immediately notify emergency services and occupants. The district will conduct a brief training course to ensure that all personnel understand the requirements. Fire watch can be required up to 24 hours per day and seven days per week. Service should be quoted on a per shift basis and include all costs including vehicle mileage, per diem and all taxes and insurance. Services can be invoiced monthly. All work sites are within the school district boundaries.

C. QUOTATION REQUIREMENTS

Fire watch can be required up to 24 hours per day and seven days per week. Service should be quoted on a per shift basis and include all costs including vehicle mileage, per diem and all taxes and insurance. Services can be invoiced monthly. All work sites are within the school district boundaries.

D. PRICING MATRIX

Bid Items:

A. Straight Time: Monday thru Friday 6:00AM-10:00PM

8hrs x \$_____ per hour = \$_____

B. Overnight: Monday thru Friday 10:00PM-6:00AM

8hrs x \$_____ per hour = \$_____

C. Weekend: Saturday & Sunday 6:00AM-10:00PM

8hrs x \$_____ per hour = \$_____

D. Weekend Overnight: Saturday & Sunday 10:00PM-6:00AM

8hrs x \$_____ per hour = \$_____

Total Bid Items A-D (*Basis of Award*) =\$_____

Term of Service Agreement is 180 Calendar Days.
