BESSEMER CITY SCHOOLS

1621 FIFTH AVE N
BESSEMER, AL 35020
(205) 432-3000
BESSK12.ORG

November 16, 2026

RFP for Contracted Security Services

2027-Security-001

The Bessemer City Board of Education invites sealed bids from qualified and properly licensed security service providers for contracted armed security services and related support, as described below. Bids must be delivered to 1621 5th Ave N, Bessemer, AL 35020 by the deadline. Late submissions will not be considered. Submit one (1) signed original and three (3) copies in a sealed package labeled with the bid number and title.

2027-Security-001
Contracted Security Services
Bessemer Board of Education
ATTN: Marcus Lennon
1621 5th Avenue North, Bessemer, AL 35020

The full copy of the bid proposal can be found at
https://www.bessk12.org/departments/business-and-accounting/bids

IT IS THE RESPONSIBILITY OF THE PROSPECTIVE BIDDER TO MAKE CERTAIN THAT THE BIDS ARE RECEIVED IN THE FINANCE DEPARTMENT ON/BEFORE **December 2, 2026, no later than 11:59 a.m. ANY BIDS RECEIVED AFTER THE DESIGNATED DATE AND TIME WILL NOT BE CONSIDERED.** BIDDER MUST USE THIS FORM AND RETURN IT IN ITS ENTIRETY.

Activity	Date
RFP Posted	Monday, November 16, 2026
Proposals Due	Thursday, December 2, 2026, 11:59 AM CST
Bid Opening	Thursday, December 2, 2026
School Board Meeting	Tuesday, December 15, 2026
Commencement of Services	Monday, January 4, 2026

For further information related to the bid process, you should contact Dr. Florence Williams, Director of Technology & Cybersecurity, by phone at 205-432-3027 or email at flwilliams@bessk12.org

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SECTION I — GENERAL INFORMATION AND BID CONDITIONS

1. Purpose. Obtain dependable, professional security coverage at designated district facilities and school athletic events, with assignments requested and approved by the District. Contract security supplements, and does not replace, the duties and authority of sworn School Resource Officers or law enforcement.

2. Service categories. Bidders shall price each category separately: A — High School Entrance Security; B — Alternative School Security; C — Athletic Event Security; D — Truancy Courier Services (optional/separately awardable, subject to procurement approval). The District may order only the quantities and categories authorized in writing. No minimum quantity or expenditure is guaranteed.

3. Award. Subject to the approved procurement method and applicable law, the Board may award by category or on another basis expressly announced in the final solicitation. Bids will be reviewed for responsiveness, licensing, required qualifications, and price. The Board reserves rights permitted by law to reject bids and waive minor informalities.

4. General conditions. Bidders must disclose deviations in writing; maintain required licenses, insurance, and certifications; comply with applicable law and District policies; avoid conflicts of interest and collusion; and submit all required forms. No work may begin without an authorized District purchase order or executed agreement.

5. Term and rates. Rates shall remain firm for one year. Any renewal options, rate adjustments, termination terms, and funding-availability conditions must be stated in the final contract and approved by the District.

SECTION II — SCOPE OF SERVICES

Category A — Bessemer City High School Entrance Security
Provide armed, uniformed security officers at District-designated entrances and access points during approved schedules. Duties include monitoring access:

- conducting District-authorized bag checks;
- observing and reporting security concerns;
- communicating with administrators and the SRO;
- assisting with incident response and emergency procedures; and completing required incident documentation.

Officers shall not independently exercise school disciplinary authority.

Category B — Alternative School Security and Incident Response
Provide armed, uniformed security officers for campus incident monitoring, behavioral disturbance response, de-escalation support, emergency assistance, and prompt communication with school leadership. Officers shall follow District-approved response procedures and coordinate with law enforcement as needed. Officers shall not replace educators or school disciplinary staff.

Category C — Bessemer City High School Athletic Event Security
Provide armed, uniformed security officers for designated football and basketball games. Tasks may include entrance and exit monitoring, authorized bag checks, spectator and crowd monitoring, assistance with emergency response, and incident documentation. The District—not the contractor—will approve staffing levels and shift lengths for each event based on anticipated attendance, venue layout, entrances, prior incidents, and assessed risk. The District may increase or decrease staffing by event. Six officers shall not be treated as an automatic minimum.

Category D — Truancy Courier Services
Upon written authorization, deliver attendance-related notices to designated recipients; verify authorized receipt and signatures where applicable; securely return documents; record attempted and completed deliveries; and communicate relevant delivery status to designated District staff. Bidders shall specify whether pricing is per completed/attempted delivery, per hour, or both. No student transport is included unless separately approved under an expressly defined and legally reviewed scope.

SECTION III — PERSONNEL, OPERATIONS AND SAFETY
• **Licensing and vetting:** Contractor and each assigned armed officer must hold all licenses, permits, registrations, and firearm qualifications required by the Alabama Security Regulatory Board and applicable law. Provide evidence before deployment and upon request. Complete District-required criminal background and child-protection checks before school access.

• **Training:** Document current CPR/first-aid training as required by the District; school-based de-escalation, conflict resolution, emergency response, student confidentiality, disability awareness, and appropriate interactions with minors. Firearm qualification and use-of-force training must meet applicable requirements.

• **Authority and conduct:** Follow District-approved post orders, visitor-screening protocols, emergency plans, and use-of-force rules. Physical intervention must be lawful, necessary, proportionate, and documented. The contractor shall not conduct unauthorized searches or independently enforce student discipline.

• **Supervision and continuity:** Identify a contract manager and an on-call supervisor; furnish qualified relief officers for absences; promptly notify the District of vacancies, incidents, or staffing changes; and remove personnel as required by the District, consistent with law and contract terms.

• **Incident reporting:** Notify school administration immediately of emergencies and serious incidents. Submit written incident reports within 24 hours and maintain duty logs and timesheets. Any use, recording, storage, disclosure, retention, and access of body-worn cameras must be separately authorized in writing under District-approved privacy procedures.

• **Equipment and uniforms:** Supply appropriate uniforms, visible identification, communications equipment, and authorized duty equipment. Armed personnel may carry only weapons expressly permitted by applicable law and District-approved written policy.

• **Invoice verification:** Monthly invoices must identify service category, school/event, date, officer count, individual hours, hourly rate, total officer-hours, any approved daily-rate equivalent, and authorized supervisor verification. No unapproved fees or minimum-hour charges.

SECTION IV — INSURANCE AND CONTRACT COMPLIANCE

The successful bidder shall provide certificates of insurance for commercial general liability, automobile liability where applicable, workers' compensation/employers' liability, and any additional coverage required for armed security services. Limits, endorsements, additional-insured provisions, and armed-operations exclusions must be reviewed and approved by District counsel and the insurance/risk advisor. The existing BCS equipment-bid insurance schedule is a starting reference only, not automatically sufficient for armed officers.

The contractor shall comply with applicable federal, state, and local law; Alabama immigration/E-Verify requirements where applicable; District vendor guidelines; confidentiality and student privacy requirements; and all approved safety protocols. The final agreement must address indemnification, termination, subcontracting, access to records, and funding availability.

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SECTION V — BID RESPONSE REQUIREMENTS

Submit the following: (1) signed bid cover/response; (2) vendor identification and W-9; (3) company and armed-officer licensing evidence; (4) insurance certificate or broker commitment; (5) three comparable references; (6) staffing, supervision, relief-coverage, and training plan; (7) completed pricing schedule; (8) signed deviations form; (9) required District certifications and compliance forms; and (10) any other documents listed in the final published checklist.

Pricing Schedule — Vendor to Complete

All hourly prices are **PER OFFICER** and inclusive of wages, supervision, uniforms, ordinary equipment, insurance, administrative costs, and profit unless a separately permitted charge is expressly disclosed. Daily rates must include the number of hours covered. Prices must not assume a fixed number of officers for athletic events.

Category/rate basis	Vendor price	Notes/assumptions
A. High School armed officer — regular hourly	$_____ / officer-hour	Proposed schedule: _____
B. Alternative School armed officer — regular hourly	$_____ / officer-hour	Proposed schedule: _____
B. Alternative School daily rate (optional)	$_____ / officer-day	Hours included: _____
C. Football armed officer — hourly	$_____ / officer-hour	Event staffing set by District
C. Basketball armed officer — hourly	$_____ / officer-hour	Event staffing set by District
C. Additional event hours/overtime	$_____ / officer-hour	Trigger/approval: _____
D. Truancy courier — per delivery unit	$_____ / unit	Define unit: _____
D. Truancy courier — hourly (alternative)	$_____ / hour	Minimums: _____
Additional authorized emergency coverage	$_____ / officer-hour	Response time: _____

Illustrative evaluation quantities, if used, must be specified uniformly in the final bid so all bidders are compared on the same basis. District historical invoices are internal planning references, not mandatory bid prices: October football coverage was $40 per officer-hour; Alternative Program was $455 per day, with daily hours from 8:00 AM to 4:00 PM; truancy

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Funding

This project is contingent on:

- Board approval
- Availability of funds

Schedule of Events:

EVENT	DATE
Release of RFP to Bidders	Friday, November 16, 2026
Sealed Bids Due Date	Thursday, December 2, 2026, 11:59 AM CST
Contract Award	Upon School Board Approval
All questions must be emailed to flwilliams@bessk12.org and must have "BCS Security Services" in the subject. All questions and answers will be shared with all prospective vendors. Please check back regularly for updates.	

Proposal Submission Instructions

Complete proposals must be submitted in sealed format to:

Dr. Florence Williams
Director of Technology & Cybersecurity
Bessemer City Schools
1621 5th Ave N, Bessemer, AL 35020

Proposals must be received no later than:

December 2, 2026, at 11:59 am CST

Late proposals will not be accepted.

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Terms and Conditions

- Pricing shall be provided as an hourly rate per security officer, with daily rates identified where applicable. All proposed rates must include applicable costs for personnel, supervision, uniforms, equipment, travel, and administrative expenses.
- Any additional charges for emergency response, after-hours services, holidays, or special events must be clearly identified in the vendor's pricing proposal.
- Bessemer City Schools reserves the right to determine the number of security officers assigned to each school location or athletic event based on operational needs and safety considerations.
- BCS reserves the right to accept or reject any or all bids, or portions thereof, in accordance with applicable procurement laws.
- No additional fees or rate increases shall be permitted during the contract period without prior written approval from BCS and any other required authorization.
- All assigned security personnel must maintain appropriate Alabama Security Regulatory Board licensing and successfully complete all required background checks before beginning work on school campuses.
- The contractor shall maintain appropriate general liability, workers' compensation, automobile liability (if applicable), and other insurance coverage required by the district, including coverage appropriate for armed security operations.
- The contractor shall provide qualified replacement personnel when an assigned officer is absent or otherwise unavailable.
- Bessemer City Schools reserves the right to terminate the contract, in whole or in part, upon thirty (30) days' written notice if the contractor fails to meet the district's security needs, comply with the requirements outlined in this bid solicitation, or satisfactorily perform the services agreed upon. Such termination shall be at the discretion of Bessemer City Schools based on documented deficiencies in service delivery, staffing, responsiveness, or compliance with district policies and expectations. The district shall only be responsible for payment for authorized services satisfactorily performed through the effective date of termination.

Additional Requirements

- Vendor must have at least three (3) consecutive years of experience providing security services, including armed security in K–12 educational environments.
- Vendor must provide three (3) professional references, including at least two (2) school districts, preferably in Alabama.
- Vendor must maintain a valid Alabama Security Regulatory Board (ASRB) company license and provide proof of required officer credentials, background screenings, and training in de-escalation, conflict resolution, emergency response, and student interactions.

- Vendor must designate a local or regional supervisor responsible for staffing, personnel performance, emergency support, and communication with BCS administration.
- Vendor must provide written emergency response and escalation procedures, including protocols for officer absences, incident reporting, and coordination with school administrators, School Resource Officers, and law enforcement.
- Security personnel must maintain professional conduct, wear appropriate uniforms and identification, and comply with district safety procedures, confidentiality requirements, and student privacy policies.
- Vendor must maintain accurate attendance records, timesheets, and incident reports. Monthly invoices must detail service locations, dates, staffing levels, hours worked, hourly rates, and total charges.
- Vendor must demonstrate the ability to provide additional qualified officers or adjust staffing for athletic events, emergencies, and other district needs at established contract rates, subject to BCS approval.

Disqualifications

Proposals will be disqualified if:

- Received after the stated deadline
- Required documentation is missing
- Vendor fails to meet minimum experience requirements
- Proposal does not address the services
- Required signatures are missing

Award Rubric

Bessemer City Schools will evaluate vendor submissions based on pricing, quality of proposed services, prior experience with the vendor, relevant security experience, staffing capabilities, and references.

The district seeks a qualified security services provider that demonstrates reliability, professionalism, and an understanding of the unique safety and security needs of K–12 schools.

BCS reserves the right to reject any or all submissions and waive minor informalities or technical errors when permitted by law and in the district's best interest.

The district will award based on the vendor submission that best meets the school system’s needs regarding the current technology environment, future growth, and service requirements, not necessarily the lowest price.

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BCS reserves the right to reject any or all proposals, waive informalities, and waive technical errors when doing so is in the best interest of the district.

Description	Weight
Price of Security Services	40%
Completeness of Bid and Proposed Security Services	20%
Prior Experience with Vendor / Local or In-State Vendor	20%
Staffing, Emergency Response, and Operational Support	10%
References	10%

References

Vendors must provide:

References (Letters of Recommendation may be attached)

Name of School System or Company	**Name of Person and Job Title**	**Contact Phone Number and Email**

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Vendor Certification

Company: _____ Company License No._____

Authorized representative: _____ Title: _____

Signature: _____ Date: _____

Exceptions/deviations (attach detail or write NONE):

_____

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SECURITY GUIDELINES FOR WORKING IN BESSEMER CITY SCHOOLS

- No weapons are permitted on school grounds
- No illegal substances are permitted on school grounds.
- No smoking or tobacco use is permitted on school property.
- Contractors must wear visible company identification at all times while on site.
- All personnel must sign in upon arrival and sign out upon departure in accordance with
- school procedures.
- Contractors shall have no contact or communication with students unless authorized by
- school administration.
- Professional and appropriate language must be used at all times.
- Personal cell phone use shall be limited to work-related purposes and shall not disrupt
- school operations.
- Advance notice must be provided for any after-hours work, including areas requiring
- access.
- All equipment and facilities shall be left in good working order and secured daily.
- Work areas shall be cleaned daily, and all debris removed from campus.
- School equipment moved during the project shall be returned to its original location unless otherwise directed.
- Failure to comply with these requirements may result in removal from the site.

_____	_____
Company Name	Street Address
_____	_____
Name and Title of Authorized Representative	City, State, Zip
_____	_____
Signature	Date

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DRUG-FREE WORKPLACE

The undersigned vendor certifies that it maintains a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988 and all applicable federal and state laws and regulations.

The vendor further certifies that neither it nor its employees, agents, subcontractors, or representatives shall unlawfully manufacture, distribute, dispense, possess, or use controlled substances while conducting business related to this procurement or while on Bessemer City Schools property.

The vendor understands that violation of this certification may be considered grounds for rejection of a bid, cancellation of an award, termination of a purchase order or contract, or other remedies available to Bessemer City Schools under applicable law

LEGAL REF.: Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F; Code of Alabama § 16-1-14, 16-1-24.1

_____	_____
Organization Name	Street Address
_____	_____
Name and Title of Authorized Representative	City, State, Zip
_____	_____
Signature	Date

LEGAL REF.: Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F; Code of Alabama § 16-1-14, 16-1- 24.1

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SMOKING AND NON-USE OF TOBACCO PRODUCTS ON SCHOOL PROPERTY

To promote the welfare of the young people entrusted to its care and in recognition of the acknowledged harmful effects of cigarettes and other tobacco products both to the smoker and those around him/her, the Board prohibits smoking and the use of other tobacco products in all buildings of the Board at all times.

Smoking and the use of other tobacco products are prohibited on the grounds of all Bessemer Board of Education facilities at any time.

The policy applies to students, employees of the Board, and to visitors on the property of the Bessemer schools. Smoking and tobacco usage policies and sanctions, which are a part of the Code of Student Conduct, are extensions of this policy and are not limited by its scope. Employees who violate this policy will be reprimanded.

LEGAL REF.: Code of Alabama§ 16-1-30. Alabama Administrative Code, 290-030010-06, Regulations Governing Public, Non-Public Accredited and Non-Accredited Schools

_____	_____
Organization Name	Street Address
_____	_____
Name and Title of Authorized Representative	City, State, Zip
_____	_____
Signature	Date