



Web Version of RFP

New Milford Board of Education
50 East Street
New Milford, CT 06776

INSTRUCTIONS TO PROPOSERS AND FORM OF PROPOSAL

RFP# E-2223-001 – Security Services





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General:

The New Milford Public Schools is seeking proposals for professional security services to be provided for the district with the intent of obtaining the services of a professional organization, which, working in conjunction with the school administration to ensure the safety and well-being of students, staff and facilities.

Instructions:

- Sealed or emailed proposals will be accepted in accordance with the legal notice to bidders.
- No charge will be allowed for federal, state or municipal sales and excise taxes, in that the Board of Education is exempt there from. The price proposal shall be net and shall not include the amount of such tax. Exemption certificates will be furnished upon the awarding of the contract.
- All proposals shall be submitted on the "RFP Form" attached to this specification.
- The Board of Education reserves the right to reject any and all proposal if in the judgement of the Board of Education such rejection is in the best interest of the school district.
- The Board of Education reserves the right to waive any informality or reject any or all proposals and to negotiate with any successful bidder.
- The Board of Education reserves the right to accept the low proposal on the whole or any part of the attached specifications.
- Where testing is necessary to determine conformance with specifications, such testing shall be done at the expense of the contractor/bidder after written request from the Superintendent of Schools or his/her authorized representative.
- All decisions as to the quality of products/services shall be made by the Board of Education and such decision shall be final.



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Requirements:

1. The successful contractor/vendor must address the following requirements:
2. The firm will have been in business and serving clients for a minimum of three (3) years. Preference may be given to organizations with experience providing similar service in the public sector or environment and especially at educational institutions.
3. The firm must maintain an active business office within forty-five (45) miles of New Milford.
4. The firm must maintain a 24-hour communications center staffed by its own employees and in contact with staff assigned under contract to the New Milford Public Schools.
5. A specific individual, representing management of the firm, must be assigned to serve as the regular liaison and primary contact person between the firm and school district administrators. A list of school administrators is furnished under separate cover.
6. Personnel whom the firm assigns to this contract must have the prior approval of the district's administrators. A pre-screened pool of applicants must be provided to the school administration. Such applicants must be high school graduates (or its equivalent), a minimum of 21 years of age, and able to read, write and speak English fluently. The firm/contractor must be able to certify to the district that all personnel assigned to this contract meet the same standards and requirements established under Sec. 10-221d of the General Statutes of the State of Connecticut as it pertains to the employment of school personnel. Under no circumstances will the firm assign to this contract an individual who has a record involving charges related to: the use, possession, abuse or sale of illegal substances or weapons; assault; illegal sexual activity; injury to a minor or any felony.
7. The firm/contractor must provide its personnel with complete uniforms, which meet with the approval of district administrators. The uniforms must not include weapons of any type. The cost of these uniforms is at the firm/contractor expense.



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8. The firm must develop a plan for the implementation of a training program for all personnel assigned to this contract. Such training shall include subjects such as observation skills, detection, public relations, deterring and reporting of violations. The program must also include essential components of the standard operation procedures provided by the District with regard to student rules, policies and emergency procedures. A sample list of duties has been provided under separate cover.
9. The district reserves the right to insist that the firm immediately remove from active status under this contract any personnel who district administrators determine fail to meet an acceptable standard.
10. The firm must provide the district with evidence of insurance attesting to coverage for general liability (\$1,000,000), workers' compensation, personal injury and employee dishonesty. New Milford Public Schools and the Town of New Milford must be named as an additional insured. Proof of insurance must accompany this proposal.
11. It will be mutually understood that the staffing levels defined below may be increased or decreased at the sole discretion of the district upon seven (7) days written notice to the firm.
12. The contract will not be assignable by either the firm or the district without the prior written consent of the other party.
13. It is understood that personnel employed by the firm to meet the requirements of this contract are employees of the firm, an independent contractor. The firm will exercise complete control over the conduct and performance of its employees and will pay all wages, benefits and applicable payroll taxes.
14. Should it be determined during the course of the term of the contract that the firm is not satisfactorily fulfilling and meeting its obligations, the district may terminate the contract on thirty (30) days written notice, provided a written warning notification of at least ten (10) days has already been provided.
15. The firm's personnel will be assigned in a manner consistent with the school calendar (draft) a copy of which is attached for the 2022-2023 school year.



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Staffing levels each school day by location:

- Please see attached schedule for staffing hours and locations.
- A joint staffing meeting with district administration is required to take place no later than (2) days before the start of each school each to discuss policies and procedures.
- A list of all staff by location with name is required to be finalized at this meeting. Staffing changes after this initial meeting must be communicated to the district before the 1st shift effected by the change.

Extra-curricular activities:

Staffing level (if required) is to be determined by district administrators at least 24 hours in advance. A minimum of 2 hours coverage will be guaranteed for these events for each individual requested/assigned. The events may include but not be limited to sporting events (football, basketball, etc.) dances, performances by school organizations, teacher parent meetings, etc.

Sample Job Description for Security Monitor (including but not limited to):

- Report parking violations to the appropriate personnel.
- Assist with student movement during lunch periods.
- Insure against the presence of unauthorized people on school grounds.
- Conduct patrols of the perimeter of school building on regular intervals.
- Conduct walking patrols of the interior of the building on regular intervals.
- Assist the School Resource Officer as required.
- Report combative or disorderly students to school administration.
- Report all unauthorized persons to the proper authorities.
- Must adhere to Board of Education policy and school procedures.
- Assist in fire drills and other drills as required by administration.
- Reports any unsafe conditions to school administration.
- Ability to operate phone and other communication equipment to provide effective communications with emergency personnel and administration as needed.
- Must demonstrate skills needed to work with students, staff and administration.
- Exercise confidentiality of information about staff and students, and use discretion when sharing such information.
- Perform any reasonable duties as assigned by the administration.



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Dates and Approval:

Proposals are to be submitted and will be recorded on Wednesday, August 3rd, 2022 at 12pm.

Submissions are to be submitted to:

New Milford Public Schools Fiscal Services Office

Attn.: Anthony J. Giovannone

50 East Street

New Milford CT 06776

email - giovannoneA@newmilfordps.org

- Submissions received after the deadline will be considered informal and rejected.
- RFP# E-2223-001 – Security Services will be on the August 2022 Board of Education agenda, to be awarded on the evening of Tuesday August 16, 2022 at 7:00PM.



Location Information

Security Guards needed for First Day of School which is September 6, 2022 (for 181 school days)* *based upon 22/23 draft calendar (attached)							
School	Location	Grades	# Security Monitor Personnel	Hours Needed		Hours per day	# days per year
				From A.M.	To P.M.		
New Milford High School	860-350-6647						
Assigned to Building	388 Danbury Road New Milford, CT 06776	9-12	1.0	6:45	2:45	8.0	181
New Milford High School	860-350-6647						
Assigned to Gate	388 Danbury Road New Milford, CT 06776	9-12	1.0	6:45	2:45	8.0	181
New Milford High School	860-350-6647						
Assigned to Adult Ed	388 Danbury Road New Milford, CT 06776	Various	1.0	4:30	9:00	4.5	181
Totals			3.0				

Depending on the opening condition of NMHS some students may be housed in modular buildings and an additional Security Monitor may be needed for that area for a certain number of months, beyond the three (3) requested above.



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RFP Form

A. Security Personnel School Days:			
	2022-2023	2023-2024	2024-2025
Hourly Rate:			
B. Extra curricular activities (2 hr. min. per individual assigned)			
	2022-2023	2023-2024	2024-2025
Hourly Rate:			
Date			
Name of Firm			
Authorized Signature			
Printed Name			
Title			
The bidder listed above declares and certifies:			
First: That the said bidder is of lawful age and the only one interested in this Bid, and that no other bidder has any interest herein.			
Second: That this bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purposes, and is in all respects fair and without collusion or fraud.			
Third: That said bidder has carefully examined the instructions to bidders, schedules and specifications prepared under the direction of the Board of Education, and will, if successful in this bid, furnish and deliver at the prices bid and within the time stated, all the materials, supplies, apparatus, goods, wares, merchandise, service and/or labor for which this bid is made.			
Fourth: That the price quotes herein are net and exclusive of all federal, state and municipal sales and excise taxes.			

NEW MILFORD PUBLIC SCHOOLS 2022 – 2023 School Calendar

August 2022 0 Days

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

31 Teacher Work Day

September 18 Days

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1 Convocation/Prof. Dev.
2 Staff Meetings/K-5 Open House
6 Students Return-Early Dismissal for students only
7 Early Dismissal for students only

October 19 Days

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

5 Yom Kippur
10 Columbus Day
20 Early Dismissal for students—Staff PD

November 18 Days

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

8 Parent Conferences (snow day November 15)
9 Parent Conferences (snow day November 16)
11 Veterans Day Observed
23 Early Dismissal-all students and staff
24-25 Thanksgiving Recess

December 16 Days

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

15 Early Dismissal for students -Staff PD
23 Holiday Recess
26-30 Holiday Recess

January 2023 20 Days

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

2 New Year's Day Observed
16 Martin Luther King Day

February 18 Days

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

17 & 20 Presidents' Day Weekend

March 23 Days

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

8 Early Dismissal for students
Parent Conferences (snow day March 14)
9 Parent Conferences (snow day March 15)
16 Early Dismissal for students—Staff PD

April 14 Days

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

7 Good Friday
10-14 Spring Recess

May 22 Days

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

18 Early Dismissal for students—Staff PD
29 Memorial Day







Spring evening event

June * 13 Days

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

19 Last Day of School (early dismissal for students)
20 Teacher Work Day

* NMHS Graduation Date will be set by the Board of Education at its September 2022 Meeting.

-  First Day of School
-  Schools Closed
-  Schools Closed for PD or Parent confs.
-  Early Dismissal for Students - PD or Parent confs. for Staff
-  Last Day of School
-  Contingency for snow days

**181 Student Days Total
186 Teacher Days Total**

June 21-27 snow days to be added at end of year (if needed).

Any additional days required will be taken from the April Spring Recess, beginning with April 14 and working back.

Any additional days required in excess of those indicated will be taken from the remaining days in June.

Parent Conference Hours

November 8
K-12 1:00 p.m. to 8:00 p.m.

November 9
K-5 3:30 p.m. to 5:30 p.m.
6-12 2:30 p.m. to 4:30 p.m.

March 8
K-5 1:30 p.m. to 5:30 p.m.
6-12 12:30 p.m. to 4:30 p.m.

March 9
K-5 3:30 p.m. to 5:30 p.m.
6-12 2:30 p.m. to 4:30 p.m.