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FOR
SECURITY SERVICES
FOR THE
SANTA CLARA COUNTY OFFICE OF EDUCATION

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NOTE: The Table of Contents is to be made a part of the above referenced bid.

Josephine Dy-Liacco
Purchasing Supervisor

SCHEDULE OF EVENTS
FOR
SECURITY SERVICES
FOR THE
SANTA CLARA COUNTY OFFICE OF EDUCATION

RFP Issuance	Wednesday, May 7 th , 2025
Pre-Proposal Zoom Conference	Wednesday, May 14 th , 2025
Last Day to Submit Proposal Questions	Monday, May 19 th , 2025
Addendum for Answers to Questions	Friday, May 23 rd , 2025
RFP Due to the SCCOE	Friday, May 30 th , 2025
Interview of Finalists	Thursday, June 5 th , 2025
Contract Award	Thursday, June 12 th , 2025
Contract Start	Tuesday, July 1 st , 2025

INSTRUCTIONS AND CONDITIONS
FOR
SECURITY SERVICES
FOR THE
SANTA CLARA COUNTY OFFICE OF EDUCATION

NOTICE IS HEREBY GIVEN that the Santa Clara County Office of Education, herein after referred to as the SCCOE, will receive up to, but no later than **Friday, May 30th, 2025, at 3:00 p.m.** sealed proposals for the award of a contract for: SECURITY SERVICES.

Proposals shall be received in Purchasing Services at the SCCOE at 1290 Ridder Park Drive, San Jose California 95131 Attn: Purchasing – Mail Code 254A.

CONTACT

Interested firms should direct technical questions in writing to Emergency Preparedness – School Safety & Security Administrator, Michael Vallez at (408) 453-6925 or email at MVallez@sccoe.org. Any administrative questions regarding proposal procedures should be directed to Senior Buyer, Jose Vera at (408) 453-6657 or email at JVera@sccoe.org and Purchasing Supervisor, Josephine Dy-Liacco at (408) 453-6854 or email JDy-Liacco@sccoe.org.

PRE-PROPOSAL MEETING

There will be a pre-proposal Zoom conference on Wednesday, May 14th, 2025, at 1:00 pm hosted by the SCCOE for the purpose of discussing the scope of work. The Zoom Meeting ID and password will be sent via email by Tuesday, May 13th, 2025. It is strongly recommended that all interested parties attend this meeting. Please RSVP by Monday, May 12th, 2025, by email with Jose Vera at JVera@sccoe.org and Josephine Dy-Liacco at JDy-Liacco@sccoe.org.

PREPARATION OF PROPOSAL

The SCCOE is requesting four (4) copies of the proposals be submitted. All proposals submitted must be in sealed envelopes bearing on the outside the name of the consultant, the address, and the name of the project for which the proposal is submitted. It is the sole responsibility of the consultant to see that the proposal is received in proper time. Any proposal received after the scheduled closing time for receipt of proposals will be returned to the consultant unopened.

PROPOSAL RESULTS

Proposal results are available for inspection in the Purchasing Office at the SCCOE, 1290 Ridder Park Drive, San Jose, California 95131, upon execution of contract to the successful company.

SIGNING OF PROPOSALS

The signature of all persons signing shall be in longhand and executed by the principal duly authorized to make contracts. The consultant's legal name shall be fully stated. Obligations assumed by such signature must be fulfilled.

QUALIFICATIONS

All consultants will be required to furnish evidence of experience working with preschool through post-secondary grade students with diverse ethnic and cultural backgrounds; possess the technical and financial requirements needed; and maintain all required professional licenses and/or certificates as required by the SCCOE.

No proposal will be accepted from, or a contract awarded to, any party or firm in arrears to the SCCOE, or who is a defaulter as surety, Security Service or otherwise within the past twelve (12) months.

ALTERATION OR VARIATION OF TERMS

It is mutually understood and agreed that no alteration or variation of the terms of this proposal or purchase order shall be valid unless made or confirmed in writing and signed by the parties hereto, and that no oral understanding or agreements not incorporated herein, and no alterations or variations of the terms hereof unless made or confirmed in writing between the parties hereto shall be binding on any of the parties hereto.

ASSIGNABILITY

A contract is not assignable by Consultant either in whole or in part. The contract shall extend to and be binding upon and ensure to the benefit of the heirs, executors, administrators, successors, and assignees of the respective parties hereto.

COMPLIANCE WITH STATUTE

The Consultant hereby warrants that all applicable Federal and State statutes and regulations and/or local ordinances will be complied with in connection with the delivery of the services offered.

PRICE, TERMS, AND CONDITIONS

Price, terms, and conditions of this proposal are considered valid for sixty (60) days, from the date of proposal opening, unless the offering party in writing allows for a longer period of time.

MODIFICATIONS

Changes in or additions to the Proposal Form, recapitulations of the work bid upon alternative proposals, or any other modifications of the Proposal Form which is not specifically called for in the contract documents may result in the rejection of the proposal as not being responsive to the Proposal. No oral or telephonic modification of any proposal submitted will be considered, and a telegraphic modification may be considered only if the postmark evidences that confirmation of the telegram duly signed by the consultant was placed in the mail prior to the proposal opening.

ERASURES

The proposal submitted must not contain any erasures, interlineations, or other corrections unless each such correction is suitably authenticated by affixing in the margin immediately opposite the correction the initials of the persons signing the proposal.

WITHDRAWAL OF PROPOSALS

Consultants may withdraw their proposal either personally, by written request, or by telegraphic request confirmed in the manner specified above at any time prior to the scheduled closing time for receipt of proposals.

EVIDENCE OF RESPONSIBILITY

Upon the request of the SCCOE, a consultant whose proposal is under consideration for award may be required to submit promptly to the SCCOE's satisfaction evidence showing the consultant's professional licenses or certificates, financial resources, experience, and organization for the performance of the contract.

LISTING SUBSECURITY SERVICES

Each consultant shall include with the sealed proposal a list of the proposed subcontractors on this project as required by the Subletting and Subcontracting Fair Practices Act (Gov. Code Sec. 4100 and following). Forms for this purpose are furnished with the contract documents.

WORKER'S COMPENSATION

In accordance with the provisions of Section 3700 of the Labor Code, Security Service shall secure the payment of compensation to employees. Security Service shall sign and file with SCCOE the following certificate prior to performing the work under this contract: "I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract." The certificate is included herein.

AFFIRMATIVE ACTION

1. The consultant shall comply with the SCCOE Affirmative Action Employment Program adopted by the Board of Education on January 13, 1976, especially Section 12, Contract Compliance (a copy of the section attached hereto).
2. A complete copy of the Affirmative Action Employment Program may be requested through the Purchasing Agent, General Services Department, SCCOE, 1290 Ridder Park Drive, San Jose, California 95131.
3. The consultant shall sign the enclosed "Certification of Nondiscrimination by Supplier" form and submit it with the proposal.

INSURANCE REQUIREMENTS

Security Service shall take out and maintain and shall require all subcontractor, if any, whether primary or secondary, to take out and maintain:

1. Public Liability Insurance for injuries including accidental death to any one person in an amount not less than \$1,000,000;
2. Subject to the same limit for each person on account of one accident, in an amount not less than \$1,000,000;
3. Property Damage Insurance in an amount not less than \$500,000;
4. Worker's Compensation Insurance in an amount adequate to cover all employees;
5. Professional Liability Insurance (errors and omissions) in an amount not less than \$1,000,000;
6. Automotive and truck where operated in amounts as above.

PROOF OF CARRIAGE OF INSURANCE

Company shall not commence work, nor shall company allow any subcontractor to commence work under this contract until all required insurance and certificates have been delivered in duplicate to and approved by SCCOE:

1. Certificates and insurance policies shall include the following clause:
 - a. "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to SCCOE stating date of cancellation or reduction may not be less than ten (10) days after date of mailing notice."
2. Certificate of insurance shall state in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date and cancellation and reduction notice.

THE SCCOE RIGHTS AND OPTIONS

The SCCOE reserves the right to postpone selection for its own convenience, to withdraw this Request for Proposals at any time, and to reject any and all proposals without indicating any reason for rejection; or to negotiate with any, all, or none of the respondents to the RFP. This RFP does not obligate the County Office of Education to negotiate a contract. Proposals will not be returned. No compensation shall be paid for any work related to preparation of any proposals.

SERVICE REQUIREMENTS
FOR
SECURITY SERVICES
FOR THE
SANTA CLARA COUNTY OFFICE OF EDUCATION

SCOPE OF WORK

The Santa Clara County Office of Education (SCCOE) is seeking proposals from qualified Security Services to provide security and patrol services for the following assignments:

Assignment 1 – Lobby Guard (Swing Shift Assignment 5:00pm – 9:00pm Monday through Friday excluding weekends and holidays). May be subject to change as needed.

- SCCOE Ridder Park Campus
1290 Ridder Park Drive, San Jose, CA 95131

Assignment 2 – Patrol

SCCOE Ridder Park Campus and county school properties as listed (current site patrol list may be subject to change as needed):

- Ridder Park – 1290 Ridder Park Drive, San Jose CA 95131
- Anne Darling School – 1550 Marburg Way, San Jose CA 95133
- Gateway School – 7151 Hanna Street, Gilroy CA 95020
- Hester School - 1460 The Alameda, San Jose CA 95126
- McCollam Center – 550 Gridley Street, San Jose CA 95137
- San Antonio Head Start – 1803 Stowe Avenue San Jose, CA 95116
- Seven Trees Educational Center– 300 El Cajon Drive, San Jose CA 95111
- Sunol School – 258 Sunol Street, San Jose CA 95126

Assignment 3 – Outdoor Environmental School - Night Duty (Graveyard Assignment)
SCCOE Outdoor Environmental School

- Walden West – Saratoga - 15555 Sandborn Road, Saratoga CA 95070

Assignment 4 – Special Events

Security Guard support for special events held at both Ridder Park campus and/or offsite SCCOE properties

- As needed

GENERAL ASSIGNMENT REQUIREMENTS AND PURPOSES

1. The Security Service will provide an assigned, permanent security guard for established assignments who have completed the required pre-SCCOE employment processes *prior* to the start of their first shift:
 - a. Successfully completed a “fit interview” with the assigned SCCOE representative to ensure potential security guard is aligned with the Vision, Mission, Goals, and Values of the SCCOE.
 - b. Possession of current and valid California Guard Card on file with State.
 - c. Completion of *Mandated Reporter Training* that will be administered and completed online (administered by SCCOE).

- d. Completion of *Harassment Prevention Training* that will be administered and completed online (administered by SCCOE).
 - e. Written and signed proof of Tuberculosis Test/Screening clearance from within the last 60 days (paid by Security Service Company).
 - f. Successfully clear LiveScan DOJ/FBI Background Check (paid for and administered by the SCCOE).
2. The Security Service will provide a professionally uniformed, fully trained security guard. The expectation is that the security guard will represent the SCCOE brand, be customer service-oriented, and possess effective two-way communication skills (both verbal/written).
3. The Security Service will provide vetted substitute security guards should the guard-on-duty call in sick or is unable to work.
4. The Security Service shall utilize technology in the form of Checkpoint Tags to be scanned by the on-duty guard to verify security guard patrols within and outside the building/s. These tags will be pre-determined areas that the SCCOE identifies.
5. Daily Activity Reports (DAR's), preferably with photos attached*, to be emailed daily to key, identified SCCOE stakeholders without exception. SCCOE to provide the Security Service with key stakeholder list for emailing purposes.
 - *Photos are taken by the officers daily while conducting their evening patrols.*
6. Possession of current and valid California Guard Card on file with the State.
7. Monthly invoices shall be detailed and include any additional Security Services provided (such as Security Guards attendance hours and for what purpose).
8. The Security Service is entitled to ten (10) minutes of rest period for each four (4) hours of work in a day and is entitled to receive a thirty (30) minute unpaid lunch or break for more than five (5) hours in a day.*
 - *Breaks and lunches are handled with internal staff monitoring the area. For example, when the security officer takes lunch at Ridder Park, a sign is to be posted, and the officer informs a member of staff that he will be out for the duration of the break and/or lunch. The officer has the option of staying at the Front Desk during his break and/or lunch but is free to leave the area as well.*
9. The Security Service supplying any guard service at the SCCOE will be responsible and verify in writing that the Guard meets the following minimum qualifications:
 - a. Physical: That the person is capable of performing moderate physical exertion and is free of any conditions which might prevent performance of satisfactory guard service.
 - b. All security personnel shall hold a valid California issued Guard Card.
 - c. Character: Reference material covering the employment record period, on the basis of which it can be established that the person is honest, mentally alert, emotionally stable, cooperative and dependable.
 - d. Reporting Ability: Evidence, such as a log sheet or report of an unusual

event, that the person can make legible and adequate log entries or notes in English. Assurance that the person communicates orally in writing effectively in English.

ASSIGNMENT-SPECIFIC REQUIREMENTS AND PURPOSES

Assignment 1 – Lobby Guard

Swing Shift Assignment

SCCOE Ridder Park Campus (1290 Ridder Park Dr. San Jose, CA 95131)

1. Swing shift is defined as 5:00pm – 9:00pm Monday through Friday excluding SCCOE observed holidays.
2. The Security Service will be stationed at the Lobby Front Desk at the main entrance, making themselves highly visible to all staff and visitors.
3. The Security Service will be issued a SCCOE building access card that will allow for exterior and interior door access while on duty.
4. External and internal patrols will be required:
 - External: All parking lot areas, warehouse ramps, parking garage
 - Internal: 1st floor of both North and South Buildings to ensure that doors are locked and secure and that there are no unauthorized people left in the building after normal business hours.
5. The Guard will be available for after-hours escorts to the parking lot(s) for staff and visitors as requested.
6. The Security Service will be provided with an onsite Security Reference Binder (which will remain onsite) detailing the following: current maps of the Ridder Park complex showing strategic areas for security and high inventory value or risk, SCCOE personnel contact information to be used in case of emergency or unforeseen event, and roles/responsibilities of the security guard while on duty at the SCCOE.
7. If there are any security incidents of note, the Security Service shall contact SCCOE personnel as listed in the Security Reference Binder located at the Front Desk. The call is to include description of the problem, backed up with an electronically written activity report describing the incident.

Assignment 2 – Patrol

SCCOE Ridder Park Campus and SCCOE school properties:

1. Patrol shift is defined as after-hours patrols at pre-identified SCCOE school sites to be conducted between 11:00pm – 5:00am.
 - Pre-determined SCCOE school sites will be patrolled three (3) times a week on a staggered schedule to eliminate or minimize identifiable patterns when guards are patrolling.
 - Note: Ridder Park Main Campus will be patrolled seven (7) days a week with

15-minute patrols

- Security Service will be provided with appropriate school site keys for parking lot gates and school gates (as needed).
- Guard will patrol and scan Checkpoint Tags that are predetermined by both the SCCOE and the Security Service. This will maximize the patrol and ensure the guard is patrolling and observing key areas of campus.
- Patrols will be 10 minutes or 15 minutes in duration (per site) depending on the size of the campus.
- A daily activity report (DAR) will be emailed at the conclusion of each patrol for each site to key staff members of the SCCOE providing documentation of patrols, any observations, and/or incidents identified by guard, and photos of areas identified by the Checkpoint Tag system.

Assignment 3

Night Duty (overnight assignment)

SCCOE Outdoor Environmental School (Walden West)

15555 Sanborn Rd. Saratoga, CA 95070

1. The Security Service will be supporting Walden West Outdoor Environment School by being a support for the onsite staff.
2. Onsite staff will direct the guard where to be and roles and responsibilities that will provide the support needed.

SECURITY SERVICES DUTY AND ROUTINE

Assignment 1 – Lobby Guard

Swing Shift Assignment

SCCOE Ridder Park Campus – 1290 Ridder Park Dr. San Jose, CA 95131

1. The Security Service will be responsible for assigning an SCCOE-approved security guard for the designated assigned shifts of:
 - Mondays to Fridays: 5:00pm to 9:00pm
(excluding SCCOE observed holidays)
 - Saturdays: N/A
 - Sundays: N/A
 - Holidays: N/A
 - Additionally, two (2) Wednesday shifts per month will be extended shifts due to the Santa Clara County Board of Education Meetings.
 - Shifts will be beginning a half-hour early with a start time of 4:30pm on these pre-identified board meeting nights.
 - The Guard will be expected to stay on duty until the end of the meeting (end of meeting varies from meeting to meeting).
2. Duties to include (but not limited to):
 - a. Check all exterior doors to ensure they are closed and secured at both beginning and end of assigned shift using handheld technology and Checkpoint Tag Scanning

- for route verification (the actual time of building walkthrough and parking lot patrol will vary daily).
- b. Remain stationed at the Front Desk area to be present to allow access into the building after 5:00pm only to authorized people. This is achieved by activating interior motion sensors to allow guests and visitors into the building
 - c. Provide customer service to identify which room the guest or visitor is trying to arrive at and to provide directions of where the destination room is located.
 - d. Assist staff members in the following:
 - Respond to emergency events including, but not limited to:
 - Unauthorized person(s) in the building
 - Medical emergency
 - Building maintenance issues
 - Provide escorts for staff members and/or guests & visitors to the parking lot/car upon request.
3. The Security Service shall be co-responsible with the SCCOE for the items and instructions in the Security Guard Reference Binder located at the Front Lobby desk to ensure both routine and emergency situations are addressed in a timely and safe manner.
4. All hardware, software and related equipment shall be included in the proposal. *
- *Handheld technology (for scanning checkpoints) and assigned equipment such as flashlights (no batons, chemical weapons or incapacitating weapons).*

Assignment 2 – Patrol

SCCOE Ridder Park Campus and county school properties as listed:

1. The Security Service will be responsible for assigning an SCCOE-approved security guard for the designated, assigned patrols of:
 - a. **Ridder Park:** One (1) fifteen-minute patrol 7 days a week between the hours of 11:00pm and 5:00am
 - b. **Seven Trees Educational Center:** One (1) ten-minute patrol 3 days a week between the hours of 11:00pm and 5:00am
 - c. **McCollam Center:** One (1) ten-minute patrol 3 days a week between the hours of 11:00pm and 5:00am
 - d. **Anne Darling School:** One (1) ten -minute patrol 3 days a week between the hours of 11:00pm and 5:00am
 - e. **Hester School:**
 - i. One (1) ten -minute patrol 3 days a week between the hours of 11:00pm and 5:00am
 - ii. Saturdays: 6:00am – unlock assigned gates onsite with an SCCOE-provided key
 - iii. Saturdays: 8:00pm – lock assigned gates onsite with an SCCOE-provided key
 - f. **Sunol School:** One (1) ten-minute patrol 3 days a week between the hours of 11:00pm and 5:00am
 - g. **Gateway School (Gilroy):** One (1) ten -minute patrol 3 days a week between the hours of 11:00pm and 5:00am
 - h. **San Antonio Head Start:** One (1) ten -minute patrol 3 days a week between the hours of 11:00pm and 5:00am

** The Security Service will ensure that the actual site patrol will vary regarding times from night to night for each assigned patrol listed above (except for Hester School weekend support).*

2. Duties to include (but not limited to):
 - a. Check all exterior doors and windows to ensure they are closed and secure.
 - b. Ensure that building is secure, that there are no unauthorized persons on property, appropriate gates are locked and secured, lights are functioning to standard, and building free from evidence of trespassing, vandalism, or burglary.
 - c. Use handheld technology and Checkpoint Tag Scanning for route verification as pre-determined by SCCOE and Security Services representatives
 - i. This will assist in helping to track the actual time of premises walk through by officer and parking lot patrols.
 - d. Report all unusual activity, evidence of a burglary or trespassing, or other site vulnerability to appropriate SCCOE staff members via phone calls and/or daily activity reports.
3. All hardware, software, and related equipment shall be included in the proposal.

Assignment 3 – Night Duty
SCCOE Outdoor Environmental School (Walden West)
15555 Sanborn Rd. Saratoga, CA 95070

1. The Security Service will be responsible for assigning an SCCOE-approved security guard for the designated, assigned shifts of:
 - a. Walden West – Saratoga
Sunday through Thursday: 11:00pm to 7:00am
(excluding SCCOE observed holidays)
2. The Security Service will carry out and be responsible for the security duties at the Saratoga site.
3. The main purpose of the guard is to be part of the **"Rule of 3"** and be the 2nd awake person on site at the residential outdoor school.
4. Guards in full uniform between the scheduled hours. Guards will maintain a high standard of appearance and guard cards will be always carried.
5. Supervisor visits will be scheduled, they will wear a uniform, park in designated spots in the main parking lot and a written note will be made to onsite SCCOE Director describing observations of how the visit went.
6. Guards will do walk through of the campus, paying special attention to suspicious activity
7. Guards will direct all questions or inquiries of visitors to the main office or the outdoor school office (The Hub).
8. Guards will complete a written report detailing any interactions that they participated in with teachers or students.
9. Guards will escort employees to and from their vehicles upon request.
10. Guards will be part of the **"Rule of 3"** and work with the overnight supervisor upon request to escort students around campus.
11. Guards will monitor vehicle traffic around the main entrance to the property and any vehicle found illegally parked will be addressed. Any vehicle that refuses to leave the property will require the guard to contact Law Enforcement for support.

12. When patrolling, guards will report unauthorized personnel to the local Law Enforcement authorities and endeavor to prevent theft and vandalism.
13. Guards will work with the local Law Enforcement to provide a safe and secure environment around the property.
14. Guards will not apprehend, detain, or physically touch any potential threat or suspected person.
15. Guards will do a walk around campus every 2 hours to make sure the area is safe and secure.
16. Nightly, guards will receive a radio provided by the SCCOE and work with the onsite SCCOE Overnight Specialist to make sure that they get two 20-minute breaks, and a 30-minute duty-free lunch occurs.
17. If there is an instance when a student comes to the camp office after-hours, the security guard or the overnight specialist will be called on the radio to be the 3rd person in the "Rule of 3."

Rule of 3 Definition:

- 1-on-1 interactions between program staff, volunteers and children/teen are not allowed.
- No volunteer or staff member should ever be alone with a student where others cannot see.
- The allowable ratio is as follows:
 - o 2 children/teen: 1 staff
 - o 2 staff: 1 child/teen

Assignment 4 – Special Events (As Needed)

1. SCCOE will reserve the right to create new process in which selected Security Service will be trained and entrusted to respond to SCCOE-owned sites in the event of an overnight burglar alarm call.
 - a. The Security Service will be instructed and trained on how to respond to overnight burglar alarm calls at SCCOE-owned sites including, but not limited to; classrooms, administration offices, environmental schools, and other properties owned by SCCOE as needed.
 - b. Instruction and training provided to the Security Service to include appropriate preliminary site assessment strategies, appropriate measures responding security guards will take upon arriving for an activated burglar alarm, who to contact regarding the specifics of the alarm response, and how to proceed in each individual incident or situation.
 - c. This Overnight Alarm Response process will be billed separately, as needed (separate from monthly assignment invoices).
2. Additional requests for a stationary security guard for organized special events such as SCCBOE board meetings, after-hours or weekend conferences, workshops or meetings to be determined based on need.
 - a. This required, additional security coverage shall be submitted to the Security Service in advance.
 - b. Advance notice for a request by the SCCOE will be provided to the Security Service no less than 48-72 hours before the day of the event.

SECURITY SERVICE RESPONSIBILITIES

1. To provide suitably qualified persons for site assignments or patrol/security assignment duty

at the SCCOE in accordance with the other sections of this bid is paramount.

2. To secure from each person selected for patrol/security assignment service, while so serving at the SCCOE that he/she will accept no other employment which would impair his/her full performance of his/her duties at the SCCOE. If such a person is permitted by the Security Service to accept another employment, the Security Service will report the circumstances in writing to the SCCOE.
3. The Security Service will not transfer or assign to other duties any person accepted for Patrol/Security service without the written approval of the SCCOE.
4. To provide schedules for the SCCOE by which it will be known which person will be on duty at all designated times; to exert all reasonable efforts to ensure that such people are on duty at such times; to reschedule other guards to cover an absence of any scheduled guard, respectively.
5. To remove promptly any subcontract employee from the site and service under this contract on receipt of notice, to be confirmed in writing, by the SCCOE that said employee has been judged unsatisfactory because he/she is deemed to lack the required qualifications, or has committed an act of bad faith, gross negligence or misbehavior, or has willfully failed to comply with the SCCOE's instructions. In the event of such a removal, the Security Service will be compensated to the extent provided for by his established personnel policy for such instances, and in accordance with the appropriate hourly rate set for in the contract.
6. The Security Service will be responsible for compliance with all other provisions of this contract. Execution of this contract by the Security Service will be deemed as their certification that they have carefully examined all provisions and appendices, found no conflict between and among them, and certifies their ability and intent to comply with them.

WEAPONS AND UNIFORMS

1. It is the SCCOE's policy that its personnel and that of its Security Services shall not at any time bring, wear, use or threaten to use firearms or any other weapons on the Santa Clara County Offices of Education's property. Compliance is required from all the Security Service's personnel whenever they are on the SCCOE's site. Failure to comply with this requirement will be cause for removal from duty or function at the SCCOE.
2. The Security Service will be responsible for assuring that their personnel present a clean and neat appearance when on duty at the SCCOE. Security Service agrees to furnish each guard the following:
 - Nametag and appropriate company badges and/or designations on uniform
 - Rainwear, boots, flashlights and any other clothing apparel which may be required to perform guard services.
 - Standard uniform with company logo.
 - Security Service shall replace any worn uniform with a new properly fitting uniform.

CONTRACT TERM

The term of this contract shall be from July 1, 2025, through June 30, 2026. The contract may be extended annually up to five years at the discretion of the SCCOE.

DESCRIPTION OF SECURITY SERVICE ORGANIZATION'S QUALIFICATIONS

Experience and Expertise: Previous experience of the firm in general as well as that of the individual(s) assigned to work with SCCOE. Preference shall be given to those firms who are able to demonstrate a level of competence in successfully executing similar services to public school districts or other public agencies. Information gained from reference checks shall also be considered.

References: Three (3) California Public School District or County Office References whose facilities are comparable in size, profile and security service hours to those of the SCCOE. Include the name, address, contact person and contact number and email address and number of years that service was provided.

Responsiveness: Overall responsiveness of the proposal in clearly stating and understanding the scope of work, and in meeting the requirements of the RFP.

PROPOSAL RESPONSE REQUIREMENTS

Proposal responses must contain these parts in this order:

1. A detailed budget, including hourly fees for service. This would include overtime policies, holiday policies and rates. Propose invoicing frequency and procedures and applicable discounts. All invoices will clearly identify applicable job site and purchase order to associate Security Service's actual costs with the SCCOE's job site/s.
2. A proposed timeline/work schedule for providing these services that includes intermediary steps, estimated number of hours, and periodic reports detailing hours devoted to the function.
3. Describe how recruitment and selection of security officers are accomplished. All personnel and supervision provided under this RFP must be thoroughly trained, experienced and qualified to perform the work to which they are assigned. Bidder shall have a documented employment process which shall include application, interview, and drug testing and background check phases. A written description of the Bidder's employment process and qualifications is to be included in the response.
4. A history or "track record," of similar services provided to clients, with client references as described in Description of Security Service Organization's Qualifications section above.
5. Additional required forms and assurance (Attachments A through E);
6. Signature of legal owner or authorized official of the firm;
7. Any other relevant information.
8. Use the following table for submittal:

ASSIGNMENT	DESCRIPTION	HOURLY RATE	NOTE
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#1	SCCOE Ridder Park Main Office		
#2	SCCOE Field site/school security patrol service at county school properties		
#3	SCCOE Outdoor Environmental Schools		
#4	Special Events		

9. Addenda Acknowledgement. Receipt and acceptance of the following addenda is hereby acknowledged:

No.____, Dated _____	No.____, Dated _____
No.____, Dated _____	No.____, Dated _____
No.____, Dated _____	No.____, Dated _____

EVALUATION CRITERIA

40%	Pricing, hourly rates for all levels of services list in the RFP
15%	Details on security guards training requirements and Guard Cards
15%	Details on security guards training on Patrol
15%	Detailed process for conducting the requested security service, including daily reporting, use of handheld technology and checkpoint tag scanning for route verification
15%	References for services done of a similar nature in California

AWARD PROCESS

All qualifying finalists may be interviewed virtually or in person at the SCCOE Administrative offices at 1290 Ridder Park Drive in San Jose, CA 95131. Interview dates and times will be advised. The finalists will be required to keep these times and dates open on their calendar.

A team of Subject Matter Experts (SME) and/or SCCOE staff members will participate in these interviews.

The selection of a successful Security Service provider will be made based on the SCCOE's evaluation and determination of the relative ability of each Bidder to deliver quality service in a cost-effective manner.

CERTIFICATE OF NONDISCRIMINATION BY SELLER

As a supplier of goods or services to the SCCOE, the firm listed below certifies that it does not discriminate in its employment with regard to race, religion, creed, sex, national origin, or handicap; that it is in compliance with all Federal, State, and local directives and executive orders regarding nondiscrimination in employment; and that it agrees to demonstrate positively and aggressively the principal of equal opportunity in employment.

We agree specifically:

1. To establish or observe employment policies which affirmatively promote opportunities for minority people at all job levels.
2. To communicate this policy to all people concerned, including all company employees, outside recruiting services (especially those serving minority communities) and the minority communities at large.
3. To take affirmative steps to hire minority employees within the company.

FIRM NAME: _____

TITLE OF OFFICER SIGNING: _____

SIGNATURE: _____

DATE: _____

SECURITY SERVICE'S CERTIFICATE

REGARDING WORKER'S COMPENSATION

Labor Code Section 3700.

"Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

- A. By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- B. By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees."

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Signature: _____

(In accordance with Article 5 (commencing at Section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

NONCOLLUSION DECLARATION

(To Be Executed By Bidder and Submitted With Bid)

I, _____, declare as follows:

That I am the _____ of _____, the party making the attached bid; that the attached bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this _____ day of _____, 2025, at

_____, California

Authority: Public Contract Code 7106
CCP 2015.5 Id5,p.2