SHALER AREA SCHOOL DISTRICT
1800 MT. ROYAL BOULEVARD – GLENSHAW, PA 15116
(412)492-1200 – EXT. 2807 – FAX (412)492-1236
bennettc@sasd.k12.pa.us

Request for Proposal

Date of Proposal July 2, 2011

Return to SASD by July 14, 2011

Capital Asset Protection Inc.
Name of Firm

School

4955 Steubenville Pike Suite 220
Number & Street

Number & Street

Pittsburgh, PA 15205
City & State

City & State

The Shaler Area Board of School Directors invites your proposal for the following service. The prices to be firm for sixty (60) days from date of proposal. Service to be provided beginning September 2011.

SECURITY GUARD SERVICE

If quoting on other than specified, please send detailed explanation.

List hourly rates for Security Guard Service as specified:

One (1) Year Contract Only	*2011-2012*
Rate 1 **Security Officer (In school during school hours)**	$ 13.75
Rate 2 **Security Officer (After school hours and non-student days)**	$ 13.75
Rate 3 **Security Officer (Special Needs Students)**	$ 13.75
Rate 4 **Dog Search (Normally two per year)**	$150.00 Per Hour Per Dog Team (PH/PDT)

Three (3) Year Contract	**2011-2012**	**2012-2013**	**2013-2014**
Rate 1 **Security Officer (In school during school hours)**	$ 13.75	$ 14.15	$ 14.35
Rate 2 **Security Officer (After school hours and non-student days)**	$ 13.75	$ 14.15	$ 14.35
Rate 3 **Security Officer (Special Needs Students**	$ 13.75	$ 14.15	$ 14.35
Rate 4 **Dog Search (Normally two per year)**	$150.00 PH/PDT	$ 150.00	$ 150.00

Envelope to read **Proposal on "Security Guard Service"**

Please return one copy to:

Charles W. Bennett, Director of Business Affairs

Signed

Telephone (412) 446-0686

SECURITY SERVICES CONTRACT

THE PARTIES AGREE THAT:

1. The Contractor shall be a licensed security company authorized to do business in the Commonwealth of Pennsylvania.

2. The security guards assigned by the Contractor shall be employees of the Contractor. All security employees assigned to the District at any time shall have on file an Act 34 Criminal History Record Check, an Act 151 Child Abuse History Clearance as required by the laws of the Commonwealth of Pennsylvania, and an Act 114 Federal (FBI) Criminal History Report. A copy of said Act 34,Act 151, Act 114 forms shall be provided to the District prior to the assignment of the guard at the District's premises.

   The Contractor shall take out and maintain during the life of this Agreement all the insurance required by this section and shall submit certificates to the District for review and approval.

   a. **WORKERS' COMPENSATION INSURANCE:** The Contractor shall take out and maintain during the life of the agreement, Workers' Compensation and Employers' Liability Insurance for all of its employees assigned to the District.

   b. **PUBLIC LIABILITY INSURANCE:** The Contractor shall take out and maintain during the life of the agreement Comprehensive Automobile and General Liability Insurance that provides protection from claims, which may arise, from operations or performance under this Agreement. The amount of General Liability Insurance shall not be less than the following amounts:

Each Occurrence	**$1,000,000**
Aggregate	**$3,000,000**

   c. The following endorsements must be indicated on the Certificate of Insurance issued to the District:

SPECIFICATIONS/SECURITY GUARD SERVICES

(1) The School District, its directors, officers, and employees are named as additional insured in the policy as to the work and services being performed under this agreement.

(2) The policy shall cover liability for damages imposed by Law upon the District with respect to all operations under the Contract by the Contractor.

(3) The coverage is Primary and no other insurance carried by the District will be called upon to contribute to a loss under this coverage.

(4) The policy covers blanket contractual liability.

(5) The policy limit of liability is provided on an Occurrence basis. Claims-made coverage is not acceptable.

(6) The policy covers Broad Form Property Damage.

(7) The policy covers Personal injury as well as Bodily Injury.

(8) The coverage shall not be canceled nor materially altered unless thirty (30) days written notice is given to the District.

3. The security guards assigned shall be under the direct supervision of the authorized District representative while the security guard is working on District premises.

   Any problems with the work performance of any security guard shall be reported by the District representative to the Contractor.

4. The District reserves the right to reject the services of any security guard assigned for just cause. Such reasons shall be stated in writing to the Contractor by the District. The Contractor shall remove such security guard immediately following receipt of the communication. The District has the right of refusal. Prospective guards will be interviewed by district personnel. The district requires a male and female combination of guards at all times so that they may have access to appropriate areas.

5. The Contractor shall pay all wages, Federal and State taxes, local occupational license taxes, unemployment benefits, disability benefits, social security benefits, old age benefits and pensions, and any other payments, which employers are normally obligated to pay on behalf of their own employees and the Contractor agrees to indemnify and hold the District harmless for the payment thereof.

SPECIFICATIONS/SECURITY GUARD SERVICES

6. The Contractor shall provide personnel capable of satisfactorily performing their duties and shall be entitled to provide personnel for that purpose without regard to the race, color, creed, sex, age, or national origin of such employee or personnel of the Contractor. Current security guards shall be given consideration for employment with successful vendor awarded the contract.

7. All guards shall dress in clean and complete uniforms at all times while on duty for the School District. Complete uniform shall include dark slacks and shoes, white dress shirt, tie, blazer, badge and nametag. Provided, however, that probationary or temporary employees (those assigned by the Contractor for less than thirty (30) days) shall not be required to wear blazers. The School District reserves the right to require that all guards be dressed in complete uniform for certain occasions.

8. The Contractor shall assume entire responsibility for any and all injury to persons and damage to property, and for any and all penalties, fines, and other damages imposed by governmental authorities arising out of the performance of the work under the security guard agreement. The Contractor expressly agrees to indemnify, defend, and hold the District, its directors, officers, employees and representatives free and harmless from and against any and all loss, liability, expense, claims, costs, suits, and damage (including attorneys' fees, court costs, penalties, fines and impositions) resulting from, arising out of or in any way related to the Contractor's operations and/or negligent performance under or pursuant to this Agreement.

9. The Contractor shall provide security guard services at school district facilities as provided in Schedule "A".

10. The security guards shall provide such services as agreed to between the Contractor and District. Such services shall be reduced to writing in specific duties and orders for each guard at each facility. Refer to Security Personnel Job Description, Schedule "B".

11. The Contractor shall schedule security guards who shall work in accordance with the schedule as provided by the District. Such schedule shall be provided to the Contractor at lest ten (10) days in advance.

12. The Contractor shall provide services for a period of time beginning September 2011 and ending June 30, 2012 unless a three year contract is awarded and the ending date shall be June 30, 1014.

SPECIFICATIONS/SECURITY GUARD SERVICES

13. The District reserves the right to cancel this Agreement with the Contractor with thirty (30) days written notice. The Contractor has the right to cancel this Agreement with the School District upon sixty (60) days written notice.

14. In the event that the District requests or requires the employees of the Contractor to operate any motor vehicle in the performance of the services herein provided, then, and in that event, the District shall hold harmless and indemnify the Contractor for whatsoever loss, claim, or damages as may be related to the business operation and business use of said motor vehicle(s); and further provide the Contractor with a Certificate of Insurance verifying the same.

15. The District agrees to pay the Contractor for the services provided herein at the following hourly rates for each security guard assigned to the District's facilities:

Rate 1	Security Officer	$ 13.75
Rate 2	Security Officer (after school)	$ 13.75
Rate 3	Security Officer (Special Needs Officer)	$ 13.75
Rate 4	Dog Search (normally two per year)	$ 13.75

16. All guards shall be required to participate in any training as may be required by the District at the rates as set forth in paragraph 15.

    Additionally, if the district requests the services of any guard who is normally scheduled to work during the student day for any evening event, the Contractor may bill the District at 1.5 times the rate set forth in rate 1.

17. The District will provide communication radios. Two way portable communication radios will be compatible with the school district's radio frequency.

18. The Contractor shall provide certification that it subscribes to a drug free work place testing program. Security Personnel assigned to the district must satisfactorily complete a drug screen test. The District will assume the cost of the drug screen test.

19. <u>Public School Code and Other Applicable Laws</u>

In all respects, the Contract, the parties and operations under the Contract are subject to the provisions of the Pennsylvania Public School Code and all other applicable laws, rules and regulations of Federal, State and local government.

SPECIFICATIONS/SECURITY GUARD SERVICES

20. **<u>Governing Law</u>**

The Contract shall be governed by the Laws of Pennsylvania.

21. **<u>Successors and Assigns</u>**

School District and Contractor, respectively, bind themselves, their heirs, successors, assigns and legal representatives to the other party hereto with respect to all covenants, agreements and obligations in the Contract. This Contract may not be assigned without the written consent of the School District.

<u>References</u>

22. Please provide at least three (3) references especially ones in the public education environment.

WITNESS the due execution hereof as of the day and year first above written.

Attest: **Shaler Area School District**

_____ **By** _____

Attest: CAPITAL ASSET PROTECTION INC.

_____ **By** _____

SCHEDULE "A"

SECURED PROPERTY

The Contractor shall provide security guard services at the following school district facilities as directed:

Shaler Area High School	**Shaler Area Middle School**
381 Wible Run Road	**1800 Mt. Royal Boulevard**
Pittsburgh, PA 15209	**Glenshaw, PA 15116**

Properties include all buildings and grounds located at property address. The buildings and grounds shall include but not be limited to Shaler Area High School, Shaler Area Intermediate School, the athletic fields, the parking lots and driveway areas, and other lawns and property.

It is agreed in the event that the District shall request security services at a location other than designated herein; all of the terms of this agreement shall apply.

SCHEDULE "B"

SECURITY PERSONNEL JOB DESCRIPTION

The role of the security personnel at Shaler Area High School is to assist the building administration and faculty in the daily supervision of the school. The security officer's primary responsibility is to help facilitate a safe and orderly environment within the school setting. All incidents that relate to student misconduct will be report to the appropriate assistant principal.

External Security

Report to Principal or Designee

1. Report to school at the direction of the High School Administration.
2. Monitor the parking lot throughout the day to ensure that the students are leaving the building for legitimate reasons.
3. Check all of the doors to make sure they are locked to protect students from unauthorized visitors.
4. Assist and direct parents when they pick up students for early dismissals.
5. Monitor and direct students to the main office when they are tardy.
6. Help and direct visitors to the main office.
7. Monitor work study students as they leave the parking lot.
8. Consult with the building administrators regarding traffic flow and signage.

Internal Security

1. Supervise the hallways and rest rooms while the students are in class.
2. Monitor the locker rooms regularly.
3. Escort students to and from the main office when necessary.

4. Check all hall passes. Escort the students back to class if they don't have a hall pass.
5. Assist the administration in locker searches if necessary.
6. Be visible and mobile throughout the building.
7. Assist in all fire drills and other building emergencies.
8. Be familiar with the student handbook and enforce all of the school rules.
9. Report all violations of school policy to the building principal.
10. Other appropriate security duties as assigned by building principals or designee.
11. Assist in reviewing the security system video.

Attire

Blazers, slacks and ties
Latex gloves – when necessary

Equipment

Badges – name tags includes

4955 Steubenville Pike
Suite 220
Pittsburgh, PA 15205
412-446-0677
www.cap-security.com

SUPPORTING DOCUMENTS

Capital Asset Protection is fully licensed, bonded and insured according to industry standards.

4955 Steubenville Pike
Suite 220
Pittsburgh, PA 15205
412-446-0677
www.cap-security.com

CLIENT REFERENCES

Capital Asset Protection Inc. has been serving our clients security needs for over 19 Years. Incorporated in 1993, CAP has served in all aspects of security guard services from Retail to residential communities. CAP is licensed to performed professional security services in Pennsylvania, Ohio, Maryland, Virginia, Washington DC and New Jersey. In 2009 CAP began building a company presence the District of Columbia and Virginia Markets serving the retail and hospitality security market. Specifically CAP is proud to provide the following recent reference information:

SCHOOL DISTRICT REFERENCES

FRANKLIN REGIONAL SCHOOL DISTRICT

Mr. Dennis Majewski – Director of Facilities
3210 School Road
Murrysville, PA 15668
(724) 327-5456

MOON AREA SCHOOL DISTRICT

Nancy Peck - Central-Secretary to the Superintendent
8353 University Boulevard
Moon Township, PA 15108
Phone (412) 264-9440

SPECIAL FUNCTIONS & ATHLETICS
NO IN-SCHOOL SERVICES

STO-ROX AREA SCHOOL DISTRICT

Mr. Charles Lanna – Director of School Services
600 Russellwood Ave.
McKees Rocks, PA 15136
(412) 778-8871

Client#: 36424 CAPAS

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 7/12/2011

PRODUCER
Szerlip & Company, Inc.
288 Main Street
Millburn, NJ 07041
973 467-0400

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Capital Asset Protection, Inc.
4955 Steubenville Pike Ste 220
Pittsburgh, PA 15205

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: First Mercury Insurance Co.	10657
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS MADE X OCCUR X ERRORS & OMMISSIONS GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC	FMMI023117	07/20/10	07/20/11	EACH OCCURRENCE	$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	$50,000
						MED EXP (Any one person)	$5,000
						PERSONAL & ADV INJURY	$1,000,000
						GENERAL AGGREGATE	$3,000,000
						PRODUCTS - COMP/OP AGG	$3,000,000
		AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	$
						BODILY INJURY (Per person)	$
						BODILY INJURY (Per accident)	$
						PROPERTY DAMAGE (Per accident)	$
		GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT	$
						OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
		EXCESS/UMBRELLA LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION $				EACH OCCURRENCE	$
						AGGREGATE	$
							$
							$
							$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS / OTH-ER	
						E.L. EACH ACCIDENT	$
						E.L. DISEASE - EA EMPLOYEE	$
						E.L. DISEASE - POLICY LIMIT	$
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

CANCELLATION 10 Days for Non-Payment

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

© ACORD CORPORATION 1988

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

4955 Steubenville Pike Suite 220
Pittsburgh, PA 15205
(412) 446-0686
WWW.CAP-SECURITY.COM

ABOUT US

CAP PROVIDES BRAINS, NOT JUST BRAWN

At Capital Asset Protection, we understand clients need professional, well-trained security guards whose approach is one of diplomacy and respect.

CAP security personnel, with their professional bearing and dress, are often the "first face" that visitors, employees, and/or students see as they enter your place of business, which helps maintain your organization's professional image.

What are some of the other benefits of CAP security professionals?

CAP security:

- Provides security for employees and visitors in high-risk areas or in threatening situations.
- Commands respect in police-like uniforms.
- Maintains your institution's profitability by protecting your assets from potential threats.
- Acts as a general deterrence to prevent problems from unanticipated risks or unruly students.
- Protects your assets from potential workers' compensation fraud.
- Guards against employee or customer theft through its high-profile security presence.
- Protects executives who work or travel in high-risk areas.
- Prevents mistakes by providing background checks on potential business partners or new hires.
- Eliminates the costly burden on HR to manage recruitment and/or advertising for officers.
- Covers your insurance carrier's liability and insurance needs while reducing your premium.

CAP professionals are discrete and understand the proprietary nature of our clients' businesses. Whether you're utilizing CAP Uniformed Guards in one of our four main service areas or relying on CAP's Investigative Services, you'll know that your business information is safe with CAP.

Capital Asset Protection Inc. is Licensed and fully insured to service our clients in Pennsylvania, Maryland, Washington DC, Virginia, Ohio and New Jersey.

www.cap-security.com

EDUCATIONAL/GOVERNMENTAL SERVICES

Capital Asset Protection, Inc.'s Education and Governmental Services Division provides security services in the following areas:

Schools
University Campuses
Public Administration Buildings
Hospitals & Other Healthcare Facilities

We want to help you assess your risks; develop procedures and policies to eliminate or at least minimize them; and provide the resources you need to implement them.

1) Assessing your risk.

The first step to achieving a safe, secure environment is our CAP-Scan™ security assessment. During this two-hour check-up, our resident experts will examine the security of your buildings and perimeter, locking controls, alarms, lighting, and security personnel.

2) Eliminating the risk.

Upon completion of your CAP-Scan™ security assessment, you will receive a list of everything that we examined, along with our recommendations. These may include such items as:

- Lighting and Lighting Maintenance
- Public Areas and Restrooms
- Key Controls
- Parking Lot Security
- Locks and Entry Systems
- Access and Fire Escape Routes

3) The resources you need.

CAP security personnel, with their professional bearing and dress, will maintain your organization's professional image since they are often the "first face" that visitors or residents see as they enter your business.

What are some of the other benefits of CAP security professionals? CAP security:

- Provides security and safety for students and school personnel.
- Acts as a general deterrence to prevent problems from unanticipated risks.
- Reassures visitors who may be in an unfamiliar place.
- Commands respect in police-like uniforms.
- Guards against internal or external theft through its high-profile security presence.

HIRING PRACTICES AND STANDARDS

Professional security services from Capital Asset Protection allow you to stay focused on your primary business, free from concerns about hiring and managing security personnel and services.

Capital Asset Protection, Inc.'s management team and field officers consist of several former police officers, those who have served in the military, corporate security directors and other security and technical experts.

Before they are hired, a thorough background security check is conducted on all of CAP's officers. Items such as criminal history, child abuse clearance, and past employers are all routinely checked.

CAP-Security Officers Training

CAP security officers are trained to provide the resources you need to implement procedures and policies to eliminate or at least minimize risks to your organization.

Officers are all trained in company policies, and security subject areas i.e. patrolling techniques, public relations and the proper wearing of the uniform before they are assigned to a site. Once assigned, they are trained in Crime Prevention Institute's Nonviolent Crisis Intervention. This training is conducted in-house by a Capital Asset certified instructor.

Depending on the skill level required for a particular security assignment, additional areas of training beyond communication skills and conflict management are available, such as:

- Presenting security documentation and reports.
- Maintaining a safe workplace and environment.
- Determining response to security risk situations.
- Supporting leadership in the workplace.
- Managing conflict through negotiation.
- Maintaining effective workplace relationships.
- Maintaining own work performance and development.
- Coordinating a quality security service to customers.
- Maintaining security of the environment.
- Preparing and presenting evidence in court.
- Storing and protecting information.
- Controlling persons using empty hand techniques.
- Controlling persons using a baton.
- Restraining persons using handcuffs.
- Controlling security risk situations using firearms.
- Controlling persons using spray.
- Planning and conducting an evacuation of premises.
- Providing for the safety of persons at risk.
- Operating specialized security equipment.
- Leading small teams.
- Monitoring security from a control room.
- Maintaining and using a security database.
- Providing advanced first aid.

Why CAP Security Officers?

CAP security personnel, with their professional bearing and dress, will maintain your organization's professional image since they are often the "first face" that visitors or residents see as they enter your business.

What are some of the other benefits of CAP security professionals?

CAP security:

- Acts as a general deterrence to prevent problems from unanticipated risks.
- Guards against internal or external theft through its high-profile security presence
- Provides security and safety for employees and visitors, students and school personnel.
- Reassures visitors who may be in an unfamiliar place.
- Commands respect in police-like uniforms.