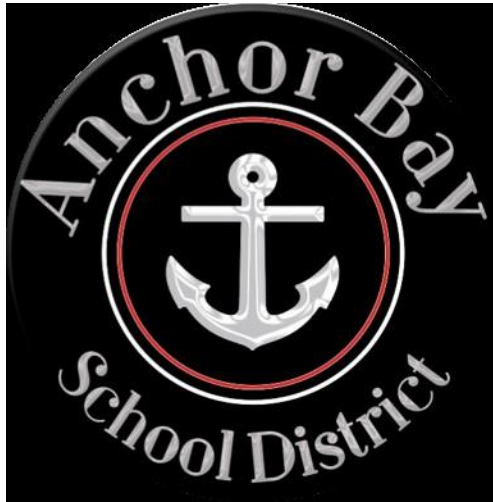


REQUEST FOR QUOTE

School Security Services

Anchor Bay School District



Proposal Due Date:
July 18, 2025 at 9:00am

Issued By:
Anchor Bay School District
5201 County Line, Suite 100
Casco, MI 48064

ADVERTISEMENT FOR BIDS

PROJECT: **Anchor Bay School District – School Security Services**

OWNER: Anchor Bay School District
Administration Office
5201 County Line Road
Casco, MI 48064

PROPOSAL: School Security Services

DUE DATE: Bid proposals will be received by the Anchor Bay School District
Administration Office, 5201 County Line, Casco, MI 48064, hand delivery
or mail, to the attention of ABSD Office of School Safety by 9:00am EST
July 18, 2025. Proposals must be sealed with bidder's name on the
outside of the envelope and designated as follows:

Sealed Bid Enclosed
Anchor Bay School District – School Security Services
Contractor Name, Address, Phone Number

Bid proposals will be publicly opened and read aloud on July 18, 2025, at 9:15 am, immediately following the bid deadline in the conference room of the Administration Office, 5201 County Line Road, Casco, MI 48064.

The owner shall not open, consider, or accept a bid proposal that is received after the date and time specified for bid submission in the advertisement for bids.

BID DOCUMENTS: Bid documents may be obtained online at the following web address:
www.anchorbay.misd.net/departments/business-and-finance/

Any questions regarding the bid documents should be directed to the Anchor Bay School District – Office of School Safety at (586) 648-2500 ext.1625

**RESERVED
BY THE OWNER:** The right to reject any or all bid proposals, either in whole or in part, or to waive
any informalities or irregularities therein or award the contract to other
than the lowest bidder is reserved by the Anchor Bay School District.

INSTRUCTIONS TO BIDDERS

1.01.1 The Owner shall not open, consider, or accept a bid proposal that is received after the date and time specified for bid submission in this advertisement for bids. Please note that some delivery services consider the Anchor Bay School District a rural route. Some delivery services will not deliver

overnight packages until late in the afternoon. It is the responsibility of the bidder to verify the delivery date and time of their bid proposal.

- 1.01.2 By making a bid, each bidder represents that he has read and understands the documents, has correlated with their observations with the requirements of the documents, and has based their bid upon the required services by the documents.
- 1.01.3 No oral, facsimile, telegraphic, telephone proposal, modification or interpretation will be considered.
- 1.01.4 Substitutions: Bids shall be based on the specifications indicated in the bid documents. The bidder is encouraged to submit proposals with voluntary alternates that meet or exceed the bid specifications. Proposed substitutions shall be detailed and included in the bid as voluntary alternates. Voluntary alternates found to meet or exceed the specifications will be considered by the owner.
- 1.01.5 Bidders shall submit as part of the bid, an itemized list of services as outlined in Attachment A. The owner reserves the right to add or subtract to the services using the unit price given. If the service provider has stipulations, they must specify them at the time of bid.
- 1.01.6 Bids shall be submitted in duplicate on the forms furnished. Each copy shall be properly executed and signed by the person or persons legally authorized to bind the bidder to a contract. The copies shall be enclosed in a sealed envelope marked, **"Sealed Bid Enclosed, Anchor Bay School District –School Safety Services, Address, and Phone Number"**.
- 1.01.7 Bids may be modified or withdrawn before the time established for receipt of bids. After such time bids shall remain firm for (ninety) 90 days.
- 1.01.8 Rights Reserved by the Owner: The right to reject any or all bid proposals, either in whole or in part, or to waive any informalities or irregularities therein or award the contract to other than the lowest bidder is reserved by the Anchor Bay School District.
- 1.01.9 Taxes: The undersigned affirms that payment of applicable federal, state, and local taxes are included herein. The Anchor Bay School District is exempt from state sales tax for equipment purchases.
- 1.01.10 The laws of the State of Michigan shall govern the rights, obligations and remedies of the Parties under this quote and any agreement reached through this process.
- 1.01.11 All of the information included in your quote response is subject to the "Freedom of Information Act" and may be disclosed in its entirety after the formal, public quote opening has been completed.
- 1.01.12 The vendor agrees to hold and save the school system, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment or use of equipment, materials, supplies or service covered by this contract.

1.01.13 Anchor Bay School District requires all contractors to procure and maintain for the duration of any work performed. Commercial liability insurance with Anchor Bay School District listed as additional insured. The preferred limit for general liability is \$5,000,000 per occurrence/\$5,000,000 aggregate. Also required is workers' compensation insurance with Anchor Bay School District listed as certificate holder. The preferred limit for workers' compensation insurance is \$1,000,000 per occurrence.

FAMILIAL DISCLOSURE: All bidders must provide the following familial disclosure in compliance with MCL 380.1267

Familial Relationship (complete A or B):

A. None _____

B. The following are familial relationships between the owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public-school academy. Provide employee name, associated family contact, family contact position, and familial relationship.

FAMILIAL DISCLOSURE FORM

All bidders must complete the following familial disclosure form in compliance with MCL 380.1267.

By this sworn and notarized statement we are disclosing familial relationship(s) that exists (as noted above) between the owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public-school academy. (Anchor Bay School District will not accept a bid that does not include this sworn and notarized disclosure statement).

Disclose any familial relationship and complete the form below in its entirety:

Complete this portion whether or not a familial relationship exists:

Signature(s): _____ Title:

Name of firm: _____

STATE OF MICHIGAN)

) SS

COUNTY OF _____)

On this _____ day of _____, 20____, before me a Notary Public in and for said county, personally appeared

_____, agent of the said firm _____, and who

acknowledged the same to be his free act and deed as such agent.

Notary Public

CERTIFICATION OF COMPLIANCE- IRAN ECONOMIC ACT

MICHIGAN PUBLIC ACT NO. 517 OF 2012

The undersigned, the owner, or authorized officer of the below-name company (the “company”), pursuant to the compliance certification requirement provided in the Anchor Bay School District’s Request For Proposal (the “RFP”), hereby certifies, represents, and warrants that the Company (which includes officers, directors and employees) is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act NO 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by the Anchor Bay School District as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Anchor Bay School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the dates that it is determined the person has submitted the false certification.

Name of Company

Name and Title of Authorized Representative

Signature

Date

PROPOSAL FORM

Name of Bidder: _____

Address of Bidder: _____

Telephone Number: _____

Fax Number: _____

Costs: By making a bid, each bidder represents that he has read and understands the documents, has correlated their observations with the requirements of the documents, and has based their bid upon the materials and equipment required by the documents.

Delivery Date: _____

Warranties: _____

Please attach the manufacturer's warranty sheets if applicable.

Please attach sheets listing variations to specifications.

Acceptance of Proposal: In submitting this bid, it is understood that the right to reject any or all bid proposals, either in whole or in part, or to waive any informalities or irregularities therein or award the contract to other than the lowest bidder is reserved by the Anchor Bay School District.

Date: _____

Signature: _____

Title: _____

Witness: On this _____ day of _____, 20__, the aforesaid personally appeared to me as the person(s) described in and who executed the foregoing instrument, and acknowledged it was executed as a free act and deed.

Notary Public

County: _____

Commission Expires: _____

Signature: _____

SCOPE:

The Anchor Bay School District is soliciting proposals from qualified vendors to provide professional school security services across all district school facilities. The selected vendor will play a critical role in ensuring the safety and security of students, staff, and visitors through proactive, trained, and highly visible security presence. This RFP outlines the minimum qualifications and service expectations for eligible vendors.

Quantity of Security Personnel Required

The District seeks to contract security personnel to be assigned to each of its school facilities, as detailed below, totaling **fourteen (14)** security officers district-wide:

- **One (1)** security officer assigned to each of the elementary and middle schools within the District (total of 9 officers).
- **Four (4)** security officers assigned to the high school during regular school hours, functioning as a daytime security team.
- **One (1)** additional security officer assigned to the high school on the second shift to support after-school and extracurricular events.

Total: **14 security officers**

School Facilities

Anchor Bay High School 6319 County Line Fair Haven, MI 48023	Middle School North 52805 Ashley St. New Baltimore, MI 48047
Middle School South 48650 Sugarbush New Baltimore, MI 48047	Ashley Elementary 52347 Ashley New Baltimore, MI 48047
Lighthouse Elementary 51880 Washington St. New Baltimore, MI 48047	Early Childhood Center 52680 Washington New Baltimore, MI 48047
Great Oaks Elementary 32900 24 Mile Chesterfield, MI 48047 Naldrett Elementary 47800 Sugarbush Chesterfield, MI 48047	Lottie Elementary 33700 Hooker Chesterfield, MI 48047 Maconce Elementary 6300 Church Rd. Ira, MI 48023
MacDonald Early Childhood 5201 County Line Rd. Casco, MI 48064	

ATTACHMENT A

School Security Team – Scope of Work & Expectations

The School Security Team plays a critical role in ensuring a safe, supportive, and positive learning environment. While maintaining the physical security of all district facilities is a primary responsibility, team members are also expected to foster constructive relationships with students, staff, and the broader school community.

1. Core Responsibilities – Physical Security

- Monitor school grounds, buildings, and entrances to prevent unauthorized access and ensure campus safety.
- Conduct regular security patrols and safety checks throughout the school day.
- Support emergency drills (lockdown, evacuation, shelter-in-place, etc.) and assist with the execution of crisis response protocols.
- Immediately respond to incidents or disturbances, ensuring swift action that prioritizes student and staff safety.
- Document and report all security-related incidents to school leadership in a timely, professional manner.
- Coordinate with local law enforcement, when necessary, under the guidance of district administration.

2. Student Engagement & Mentorship

- Actively build positive relationships with students through daily interactions, visibility, and approachability.

ATTACHMENT A. CONTINUED

- Serve as a mentor and role model by exhibiting integrity, respect, and professionalism at all times.
- Support students in conflict resolution, emotional regulation, and responsible decision-making when appropriate.
- Collaborate with counselors, social workers, and teachers to support at-risk or high-needs students.
- Be mindful of trauma-informed practices and cultural sensitivity when interacting with diverse student populations.

3. Professional Conduct & Collaboration

- Maintain a calm, respectful, and professional demeanor at all times, particularly in challenging or escalated situations.
- Work collaboratively with school administrators, teachers, and support staff to align on school safety goals and procedures.
- Attend relevant school meetings, trainings, and professional development sessions as required by the district.

- Maintain confidentiality and adhere to all FERPA, HIPAA, and school district policies regarding student privacy and conduct.
- Demonstrate open-mindedness and flexibility when problem-solving, while maintaining the integrity of school safety protocols.

4. School Culture & Leadership Support

- Contribute to a positive school climate by reinforcing expectations through presence and support, not solely enforcement.
- Support special events, arrival/dismissal procedures, and extracurricular activities as directed by school leadership.
- Provide input and feedback on safety concerns or student needs observed during daily routines.
- Maintain awareness of school policies, student behavior expectations, and the district code of conduct to align actions accordingly.

ATTACHMENT A. CONTINUED

Minimum Vendor Qualifications and Service Requirements for School Security Services

Personnel and Staffing Requirements

Subcontracting of services is not permitted; the awarded vendor must provide all services directly.

Preferred, all assigned security officers have prior experience in law enforcement or related military service.

The vendor must offer a competitive wage structure that promotes workforce retention and supports consistent, high-quality service delivery.

The vendor must ensure continuity of personnel by assigning consistent staff to each building, in alignment with district preferences.

An organizational chart outlining key personnel and reporting structures must be included.

The vendor must provide a written statement describing its management philosophy and approach to client partnership.

The vendor must demonstrate prior experience in providing security services to school districts of comparable size and complexity.

Training and Certification

The vendor must maintain a comprehensive training curriculum specifically designed to meet the unique needs of the educational environment.

All personnel must be trained in Use-of-force protocols and de-escalation techniques.

Personnel firearms Certification and Training Requirements: All personnel assigned under this contract shall meet the following minimum firearms certification and training standards:

- MINIMUM- Possess a valid Michigan Concealed Pistol License (CPL).
- Have completed documented training in firearms proficiency, with demonstrated competence in handgun use.

ATTACHMENT A. CONTINUED

- PREFERRED- Successfully completed and maintained annual handgun qualification, aligned with the Michigan Commission on Law Enforcement Standards (MCOLES) In-Service Qualification Standards.
- Preference will be given to personnel who have completed Advanced Tactical Firearms Training, including but not limited to:
 - Tactical Accuracy and Precision
 - Tactical Movement and Cover Techniques
 - Rescue Task Force Integration
 - Single-Officer Response Tactics to Active Threats

The awarded vendor shall provide proof of certification and qualifications upon request and ensure all personnel participate in ongoing professional development in tactical firearm handling and safety.

First Aid, CPR, AED, and advanced bleeding control techniques (e.g., Stop the Bleed).

The vendor must maintain up-to-date Use-of-Force and Weapons Policies that conform to applicable state and federal regulations.

The vendor must retain detailed training records for all staff, including curriculum outlines and proof of certification. These records must be made available to the district upon request.

The vendor must have the capability to provide security training to designated district staff responsible for campus safety.

Recruiting and Onboarding Standards

The proposer must demonstrate the existence of established recruiting and onboarding procedures. These standards should include, at a minimum:

- A defined recruitment process to ensure the selection of qualified and professional security personnel;
- Background checks, reference verification, and compliance with applicable state and federal hiring regulations;
- A structured onboarding and orientation program that includes training on school-specific protocols, safety procedures, and professional conduct expectations.

Program Implementation and Operations

The vendor must maintain a dedicated school safety program with a proven operational history of no less than three (3) years.

ATTACHMENT A. CONTINUED

The vendor must provide a formal implementation and integration plan. This plan must include coordination with management and school leadership to ensure a smooth and community-oriented transition.

A consistent and professional uniform standard must be implemented for all deployed personnel.

Policies, Procedures, and Reporting

The vendor must maintain formal communication protocols with the Anchor Bay Security Director and ensure timely, clear information exchange.

The vendor must have a standardized incident reporting process, including encrypted storage, secure retention, and access controls for all records.

Insurance Requirements

The vendor must maintain appropriate general liability insurance coverage.

Workman's compensation insurance.

ALTERNATE PRICING REQUEST: The district requests pricing for a fully operational Security Operations Center (SOC) with live 24/7 monitoring capabilities.

ANCHOR BAY SCHOOL DISTRICT
School Security Services
BID FORM

Vendor Name:	
Contact Name:	
Vendor Address:	
Vendor Phone Number:	

School security services across all district facilities

TOTAL COST:

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