

**The Goodwill Excel Center, Public Charter School  
Request for Proposals – Unarmed Security Guard  
May 7, 2021**

**I. Background**

The Goodwill Excel Center, Public Charter School (“GEC”) operates an adult public charter high school at 1776 G Street, NW, Washington D.C., 20006 and during the 2021-22 school year anticipates opening a second location in Washington D.C. (the “School”). GEC is looking for a contractor to provide: (a) one security guard on site at its 1776 G Street NW location approximately 40 hours per week for most of the year; (b) one security guard on site at its new location approximately 40 hours per week beginning approximately April, 2022; and (c) an additional security guard at each location for approximately five additional weeks throughout the year.

**II. Scope of Work**

- For each location, one unarmed, uniformed security guard primarily stationed at the front entrance to provide access control and a visual deterrence, but also occasionally making rounds of the school.
- Approximately five additional weeks throughout the year (the first week of each new term), a second unarmed, uniformed security guard at each location will also be provided by the contractor to perform the same duties.
- Services will be provided 8:15 a.m. to 5:30 p.m., Monday through Thursday and 8:30 a.m. to 3:30 p.m. on Friday, with a total work schedule (not including lunches) not to exceed 40 hours per week unless approved by the School Director.
- Services will not be needed on holidays and approximately 10 additional business days during the year when the School is closed.
- Guard will be provided a desk and phone at the front entrance.
- Guard will be provided access to the security camera system for the school so that all areas of the facility can be monitored remotely.
- Guard will be responsible for checking ID badges of students and staff and ensuring that they sign in appropriately.
- Guard will be responsible for welcoming visitors and directing them as appropriate.
- Guard will be responsible for unlocking the front doors via a button under the guard desk to allow visitors, staff, and students to enter.

- Guard will assist school staff in de-escalating any potentially volatile situations and will contact 911 as needed for assistance.
- Guard will conduct random security checks of individuals entering the building using a hand-held metal detector (wand).
- Guard will patrol all areas of the school space, including public areas like the elevator lobby and the restrooms, and will also patrol the exterior space in and around the building entrance.
- Guard to provide brief written status report at end of each day to School management.
- Guard must have a commanding, authoritative presence appropriate for an adult public high school.
- Start date for the 1776 G Street location will be summer of 2021, before the fall school term begins. Start date for the new location is anticipate to be April, 2022. Term of contract will be from start date until June 30, 2022 with two one-year options exercisable by GEC.
- Must be fully licensed (contractor and individual guard(s)) and insured.
- Individual guard(s) must have passed contractor’s background check and must have no incidents of criminal sexual conduct in their background within the time period that can be considered under applicable law and may not have been convicted of or pled guilty to any sexual offense involving a minor. Individual guards must be subject to random drug and alcohol testing in accordance with DC law.
- Contractor must agree to provide replacement guards within two hours, regardless of the reason for a guard’s absence.

### **III. RFP Response Outline**

Responses to the RFP should consist of six parts:

- (1) *Organization profile* – General information on the responding organization, and a short statement of the history and current business operations of bidder
- (2) *Financial Proposal* – Firm fixed hourly rate, inclusive of all taxes and fees; also provide pricing for two option years
- (3) *Copy of Business License(s) and Insurance Certificate*
- (4) *Three References*
- (5) *Responding organization’s standard contract/terms and conditions, if any*

(6) Any exclusions, qualifications or exceptions to the scope of work, if any

#### **IV. Submission Deadline and Method**

Responses to this RFP must be received on or before 5:00 PM, May 21, 2021. **Responses must be submitted by email to [josh.wallish@dcgoodwill.org](mailto:josh.wallish@dcgoodwill.org).** All responses will be acknowledged. If you do not receive an acknowledgement of your response within four business hours, please call Josh Wallish (202-719-1235). This RFP is not an offer to enter into a contract. GEC reserves the right to reject any and all responses resulting from this RFP. GEC is not liable for any cost incurred in responding to this RFP.

#### **V. Walk Through**

On May 14 at 10:30 a.m., a representative of GEC will conduct a walk-through at the GEC for potential bidders who are interested in viewing the space before submitting their bids. If you plan to attend the walk-through, you must notify Josh Wallish by email ([josh.wallish@dcgoodwill.org](mailto:josh.wallish@dcgoodwill.org)) no later than May 13 at 5:00 p.m.

#### **VI. Questions**

Please direct all questions regarding this RFP and the program for which the services will be delivered, via email, to Josh Wallish, at [josh.wallish@dcgoodwill.org](mailto:josh.wallish@dcgoodwill.org).

#### **VII. Selection Criteria**

The organization selected will represent the best value for GEC, combining price and overall service quality. GEC may ask one or more bidders to provide an in-person presentation and/or to provide their best and final offer.