



**CHARTIERS VALLEY**  
SCHOOL DISTRICT | *Inspiring excellence.*

# Request for Proposal

## Security Services

**Chartiers Valley School District**  
2030 Swallow Hill Road  
Pittsburgh, PA 15220  
Beth Wright  
Director of Finance and Operations

All e-mail correspondence should be directed to [bwright@cvsd.net](mailto:bwright@cvsd.net)

**Chartiers Valley School District**  
**REQUEST FOR PROPOSAL FOR SECURITY SERVICES**

**1. Invitation for Proposal**

The Chartiers Valley School District (“the District”) is soliciting proposals from companies who can provide security services in the Chartiers Valley School District.

Proposals will be received by the Business Manager, Chartiers Valley School District, 2030 Swallow Hill Rd, Pittsburgh, PA 15220 until March 25, 2025 at 9:00 AM prevailing time.

Sealed proposals should clearly indicate “**SECURITY SERVICES PROPOSAL**” on the outside of the envelope. Faxed or e-mailed proposals will not be accepted.

A submitted proposal may not be withdrawn for a period of ninety days after the date the proposals are opened. Tentative plans call for the Chartiers Valley Board of Education to review the proposals and to take action to award a contract at its regular public meeting on June 24, 2025.

Quoted prices must remain in effect from July 1, 2025 through June 30, 2031. The District is exempt from the Federal Excise and Pennsylvania Sales Tax. Do not include sales tax in your quotation.

The Chartiers Valley Board of Education reserves the right to reject any or all proposals and to waive, at its discretion, any irregularities, mistakes, omissions, or informalities relative thereto, and to further negotiate with any firms submitting proposals.

Information regarding the Request for Proposal for Security Services and specifications may be obtained from the Business Manager, Chartiers Valley School District, 2030 Swallow Hill Road, Pittsburgh, PA 15220, as well as on the District’s web site at [www.cvsd.net](http://www.cvsd.net).

**2. Specifications for Proposal**

**A. Term of Agreement**

The District is requesting proposals to provide security services for the District.

**B. Qualifications**

- The Contractor shall be a licensed security company authorized to do business in the Commonwealth of Pennsylvania.
- 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 a current Act 34 Criminal History Record Check, 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 and shall complete and Act 168 employment history review. All clearances need to be dated within one years of placement in the District. A copy of said

Act 34, Act 151, and Act 114 forms shall be provided to the District prior to the assignment of the security employee at the District's premises. The Contractor shall provide certifications all personnel have passed a drug screen test.

- 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. **WORKER'S COMPENSATION INSURANCE:** The contractor shall take out and maintain during the life of the agreement worker's 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 operation or performance under the 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 operation 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 covers Personal Injury as well as Bodily Injury.
6. The coverage shall not be cancelled or material altered unless thirty (30) days written notice is given to the District.

#### **C. Services:**

The Contractor's security guards shall perform such services as the District shall require, but they shall be employees of the Contractor. The Contractor shall maintain the sole responsibility of hiring, training, supervising, disciplining, directing and discharging. Any problems with the work performance of any security guard shall be reported to the District representative to the Contractor.

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.

The Contractor shall provide personnel to staff each location during each student school day at each school location. The District operates between 180-183 student days each school year. In addition, the District shall request Security personnel to attend District trainings at the established hourly rates. The school calendar shall be provided to the Contractor in advance of each school year.

The District will also require Security personnel to staff District events after regular school hours. The District shall provide the schedule of events to Contractor. Please list the hourly rate to staff these events separately in your proposal.

The District requires a combination of male and female guards at all times so that they may have access to appropriate areas.

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

The security guards shall not have authority to impose disciplinary action upon District Students. Such authority to administer student discipline is fully and expressly reserved to District. Upon request of the District, security guards will attend student disciplinary hearings and magistrate hearings and provide testimony regarding student disciplinary incidents with which they were involved.

### **3. Public School Code and Other Applicable Laws**

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

While performing services on District premises, security guards shall adhere to District policies, including those prohibiting sexual harassment, the use of tobacco, and the possession or use of alcohol and controlled substances.

#### **4. Secured Property**

The Contractor shall provide security guard services at the following school district properties:

Chartiers Valley High School and Middle School complex  
50 Thoms Run Road  
Bridgeville, PA 15017

Chartiers Valley Intermediate School  
2030 Swallow Hill Road  
Pittsburgh, PA 15220

Chartiers Valley Primary School  
125 Thoms Run Road  
Bridgeville, PA 15017

Chartiers Valley Transportation Department  
97 Thoms Run Road  
Bridgeville, PA 15017

Properties include all buildings and grounds located at property address. It is agreed in the event that the District shall request security services at a location other than designated, all of the terms of the agreement shall apply.

School assignments, staffing and building changes are all subject to change based on District needs.

## SECURITY SERVICES PROPOSAL

SCHOOL YEAR 2025-2026

SCHOOL YEAR 2026-2027

SCHOOL YEAR 2027-2028

SCHOOL YEAR 2028-2029

SCHOOL YEAR 2029-2030

SCHOOL YEAR 2030-2031

Hourly rates for Security Guard Services as Specified:

### 1 YEAR CONTRACT

HOURLY RATE	2025-2026
Security Officer	
Armed Security Officer	
Event Security Officer	
Armed Event Security Officer	
Site Supervisor	

### 6 YEAR CONTRACT

HOURLY RATE	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
Security Officer						
Armed Security Officer						
Event Security Officer						
Armed Event Security Officer						
Site Supervisor						

Note: If quoting on other than specified, please send detailed explanations.

Chartiers Valley School District  
2030 Swallow Hill Road  
Pittsburgh, PA 15220  
(412) 429-2201

NON-COLLUSION AFFIDAVIT

State of \_\_\_\_\_

County of \_\_\_\_\_

I state that I am \_\_\_\_\_ (Name and title) of  
\_\_\_\_\_ (Name of Firm) and that I am authorized to make this  
affidavit on behalf of my firm, and its owners, directors, and officers. I am the person  
responsible in my firm for the price(s) and the amount of this proposal

I state that:

1. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer or potential proposer.
2. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before opening of proposals.
3. No attempt has been made or will be made to induce any firm or person to refrain from proposing on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
5. \_\_\_\_\_ (Name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_(Name of firm)  
understands and acknowledges that the above representative are material and important,  
and will be relied on by Chartiers Valley School District in awarding the contract(s) for  
which this proposal is submitted. I understand and my firm understands that any  
misstatement in this affidavit is and shall be treated as fraudulent concealment from  
Chartiers Valley School District of the true facts relating to the submission of proposals  
for this contract.

\_\_\_\_\_

Name and Company Position

SWORN TO AND SUBSCRIBED  
BEFORE ME THE \_\_\_\_\_DAY OF  
\_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

Notary Public

My commission expires