

LISD TECH Center Security Services Request for Proposals

**Requested by:
Lenawee Intermediate School District (LISD)
Adrian, Michigan**

**Issue Date: June 17, 2026
Due Date: June 26, 2026 @ 11:00 AM**

The Lenawee Intermediate School District (LISD) is seeking proposals from qualified vendors to provide unarmed security services during the 2026-2027 school year at the LISD's TECH Center campus, including the TECH North campus (formerly known as Jackson College Lenawee) and the LISD Center for a Sustainable Future (CSF) campus. Security services will begin on or around July 01, 2026, as determined and directed by the LISD.

Generally speaking, the selected vendor(s) will provide unarmed security guards to the LISD who will be responsible for the security of students, faculty/staff, visitors, physical property, campus grounds, traffic flow, and parking lots, and related duties. Occasionally, evening classes or events are offered, and may require security coverage.

About the LISD TECH Center

The LISD TECH Center campus is located at 1372 N. Main Street in Adrian, Michigan. The TECH Center is comprised of 28 career and technical education programs that are attended primarily by high school juniors and seniors from the LISD's constituent school districts (this includes all of the school districts located in Lenawee County). On average, the LISD TECH Center has approximately 1,000 students enrolled. Students attend one of two shifts (either an AM or PM) depending on a variety of circumstances.

In addition to LISD TECH Center students, the TECH Center campus is also home to the JC/LISD Academy. This is a regional middle college program for students in grades 9th – 12th and also includes a fifth year of high school where the student is typically enrolled in mostly college level courses. Students at the JC/LISD Academy complete both the educational requirements for both a high school diploma, while also being able to concurrently earn a large number of college credits. To do this, students will move about the entire TECH Center and TECH North campuses. back and forth between both campus buildings.

The LISD TECH Center campus also includes the LISD PREP Academy, a small school setting that supports teens who are pregnant and parenting. The school is in the Telamon building, a stand-alone structure on the east side of the campus. Student enrollment varies throughout the school year, but there are generally fewer than 20 students enrolled.

The LISD TECH Center also operates the LISD Center for a Sustainable Future (CSF) school located at 4260 Tipton Highway in Adrian, Michigan. The LISD CSF campus is home to

three career and technical education programs operated by the LISD TECH Center. The CSF campus usually has no more than 90 students and 6 staff members present at any given time.

For more information about the LISD Center for a Sustainable Future, please visit:
<https://www.lisd.us/o/techcenter/page/center-for-a-sustainable-future>.

In addition to student programs, the LISD TECH Center also frequently hosts community events and activities, bringing people onto campus who are not students and/or staff of the LISD.

During the summer months, the LISD TECH Center operates career exploration camps for elementary and middle school-aged students.

For more information about the LISD TECH Center, please visit:
<https://www.lisd.us/o/techcenter>.

Security Service Specifications

The following security service specifications reflect the current and anticipated needs of the LISD. Service needs are subject to change at the discretion of the LISD for any reason and/or for no reason at all. Nothing contained in this request for proposals or elsewhere is intended to guarantee and/or represent a commitment to any specific level and/or quantity of service.

LISD TECH Center

Beginning on August 24, 2026 and continuing through June 9, 2027, the LISD TECH Center campuses requires two unarmed security guards for five (5) days per week and one unarmed security guard for five (5) days per week at the LISD Center for a Sustainable Future (CSF) campus. The days are to be determined by the LISD. The daily shift will typically begin at 7:30 AM and will end at 3:00 PM. Security services will not be needed on days that the LISD TECH Center is closed to students. Occasionally, evening classes or events may require security coverage on an as-needed basis.

The LISD will require a single, unarmed security guard at various, to be determined days/times during the summer of 2026, including some evening hours.

Specific duties include, but are not necessarily limited to the following:

- Monitor video surveillance cameras for suspicious/inappropriate activity and respond as needed
- Walk the campuses to monitor for suspicious/inappropriate activity
- Monitor student and staff parking lots for suspicious/inappropriate activity
- Check campus buildings for vandalism and/or unsafe conditions and report same to the LISD TECH Center administration
- Check to ensure that vehicles have required tags
- Greet students and visitors
- Secure buildings and others areas as needed
- Report suspicious/inappropriate activity to the LISD TECH Center

- administration and/or law enforcement
- Draft and provide written reports detailing suspicious/inappropriate activity
- Be a visible presence to assist in the prevention of inappropriate activity
- Remind students of school rules and expectations as necessary

Security guards will not be responsible for student discipline. This will be the responsibility of the LISD TECH Center administration.

Conduct emergency checks and routine campus checks as requested by the LISD. Perform security and related services for large LISD events.

Security guards are expected to dress professionally in a manner that identifies them as security. Guards must be trained to perform their duties in a manner that is consistent with the industry standard for school security officers within southeastern Michigan.

Contract Period

The LISD desires to enter into contracts with the selected vendor that begin on or around July 1, 2026 and continue up to and through approximately June 30, 2029.

Family Educational Rights and Privacy Act (FERPA)

The LISD maintains personally identifiable education records as defined by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99, and confidential information which is protected from unauthorized disclosure under the Individuals with Disabilities Education Act ("IDEA"), the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Patient Protection and Affordable Care Act of 2010, Section 504 of the Rehabilitation Act of 1973, and/or other information of a personal and/or private nature, which may be protected under State or Federal law (hereinafter, "Confidential Information").

Security guards assigned to perform services on behalf of the LISD may receive and/or become aware of Confidential Information in the performance of their duties. The selected respondents must ensure that its employees performing services to the LISD who receive and/or learn of any Confidential Information must: (i) not use any of the Confidential Information for its own use or for any purpose other than the specific purpose of performing the security services to the LISD; (ii) not voluntarily disclose any of the Confidential Information to any other person or entity; and (iii) take all reasonable measures to protect the confidentiality of, and avoid disclosure or use of, the Confidential Information in order to prevent it from falling into the public domain or the possession of persons other than those persons authorized to have such information.

Furthermore, the selected respondent(s) will indemnify and hold harmless the LISD, their governing boards, employees, students, and other representatives from any and all liability brought by any third party against the LISD, their governing boards, employees, students, and other representatives as a result of the disclosure of the Confidential Information in violation of these expectations.

Insurance Requirements

The successful respondent shall obtain and maintain insurance according to the

following specifications:

Worker's Compensation Insurance

The Contractor shall obtain and maintain during the life of any contract Michigan Workers' Compensation Insurance for all of its employees assigned to perform services on behalf of Contractor to LISD.

Motor Vehicle Insurance

The Contractor shall obtain and maintain during the life of any contact Michigan motor vehicle insurance coverage providing insurance for any Contractor-owned and/or operated vehicles that are used in the provision of performing the security services described in this request for proposal to the LISD.

General Liability and Property Damage Insurance

The Contractor shall obtain and maintain during the life of any Contract such Public Liability and Property Damage Insurance as shall protect the Contractor performing work under any contract for the provision of security services to the LISD from claims for damage for personal injury, including accidental death, as well as for claims for property damages which may arise from Contractor's operations in the performance of its duties or failure of same, whether such operations by itself or by any subcontractor or by anyone directly or indirectly employed by either of them.

Owner's and Contractor's Protective Liability Coverage

The Contractor shall obtain and maintain during the life of this Contract Owner's and Contractor's Protective Liability coverage in the name of: Lenawee Intermediate School District.

This coverage shall include the entire services. The Contractor shall furnish a Certificate of Insurance certifying that his Owners' and Contractors' Protective Liability Insurance includes all subcontractors engaged in the work.

The minimum limits of liability for all insurance coverage in the above named policies shall be as follows:

<u>Bodily Injury Liability</u>	<u>Amount</u>
Each Person	\$1,000,000
Each Occurrence	\$1,000,000
Aggregate	\$2,000,000

<u>Property Damage Liability</u>	
Each Occurrence	\$1,000,000
Aggregate	\$2,000,000

Policies and Certificates of Insurance

The Contractor will be required to file Certificates of Insurance for all insurance coverage required above with the Lenawee Intermediate School District, naming the Lenawee Intermediate School District as a Certificate Holder. Exclusions in the policies shall be removed by endorsements to comply with all the aforementioned

requirements. All Certificates of Insurance shall contain the name and address of the insurance agent.

Notice Requirements

All insurance Certificates must include a provision providing for thirty (30) days prior written notice to the Lenawee Intermediate School District regarding cancellations, material change, reduction of insurance coverage, or non-renewal. The Contractor shall cease operations on the occurrence of any such cancellations, material change, reduction in insurance coverage or non-renewal, and shall not resume operations until new insurance that satisfies the minimum requirements is in force.

General Conditions

The following general conditions are imposed on all proposals submitted in response to this RFP:

1. Respondent's proposals represent an offer to contract on the part of the proposing party, and all proposed prices must remain in effect for at least ninety (90) days from the date on which the proposals are due to the LISD.
2. The LISD are public entities and thus are exempt from any and all sales and/or services taxes. Do not include such taxes in the proposal figures. The LISD will furnish the successful bidder(s) with tax exemption certificates upon request.
3. No respondent may withdraw a proposal after the actual date of the opening thereof except in case where a respondent demonstrates to the LISD's satisfaction that a material and substantial mistake was made in preparing the bid, in which event the respondent has 24 hours after the opening of the proposals to deliver to the LISD, a notice in writing that he/she desires to withdraw his/her proposal and stating the reasons therefore. Once a proposal is withdrawn, it may not be re-submitted. Furthermore, if a bidder makes an error in extension of prices in a bid, the unit price shall govern at the district of the District.
4. The LISD reserves the right to waive any informalities or immaterial omissions or defects not involving price, time or changes in the work. In the case of error in the extension of prices in the bid or other arithmetical error, the unit price shall govern.
5. The LISD will pay any costs incurred by respondent in preparing or submitting any proposals in response to this RFP.
6. Any deviation from the specifications included in this RFP must be noted in the proposal, and respondent must provide written rationale for the deviation.
7. The LISD reserves the right to split or abstract any or all bid proposals and award multiple contracts from the same quotation, based on price, availability and service when in its judgment it best serves the LISD.
8. The selected respondent(s) will not be permitted to assign any agreement

between the individual or firm and LISD, nor will the individual or firm be permitted to subcontract any services owed to LISD, without first obtaining the expressed written consent of LISD.

9. The selected respondent will not discriminate against any employee or applicants for employment because of race, religion, color, national origin, handicap, age, or sex and will take affirmative action to insure that applicants are employed without regard to their race, religion, color, national origin, age, sex, height, weight, or marital status. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
10. The selected respondent will comply with all published rules, regulations, directives, and orders of the Michigan Civil Rights Commission relevant to Section 206, 1976 P.A. 453, as amended.
11. **The LISD will conduct background checks on individuals who will be working on LISD property, due to the proximity to and potential for interaction with LISD students. Contractor representatives, including but not expressly limited to employees and subcontractors, must be approved by the LISD prior to working on LISD property. As is permitted by applicable Federal and State law, the LISD reserves the right to deny access to any individual(s) based upon the results of background checks.**
12. The selected respondent(s) will be expected to enter into an agreement with the LISD.
13. The selected respondent will be expected to comply with all applicable federal, state, and local laws in addition to applicable LISD Board policies which prohibit the possession or use of tobacco or alcohol (LISD property only), or carrying any dangerous weapons on LISD property.
14. The selected respondent will be expected to perform the services in a manner that is most consistent with industry/trade standards for the type of work to be provided.
15. The selected vendor must not be currently debarred, suspended, or proposed for debarment by any federal entity. Submission of a bid in response to this request for bids represents respondent's acknowledgement that respondent is not debarred, suspended, or proposed for debarment by any federal agency.
16. All deviations from the specifications must be specified in writing by the bidder at the time that the formal bid is submitted. The absence of a written list of requested deviations or exceptions when the bid is submitted will result in the bidder being held strictly liable to the LISD for the specification or requirements as written. The LISD reserves the right to accept or reject any requested exception or deviation.

17. The selected vendor(s) understands and agrees that it will: (i) not use any of the district's confidential information or for its own use or for any purpose other than the specific purpose of providing the goods and services described in this RFP; (ii) not disclose any of the district's confidential information to any other person or entity, unless such is required by court order; and (iii) take all reasonable measures to protect the confidentiality of, and avoid disclosure or use of, the district's confidential information in order to prevent it from falling into the public domain or the possession of persons other than those persons authorized to have such information.
18. Any purchase made by the LISD under this RFP will, in addition to the terms and conditions contained in this RFP, be subject to the LISD's standard terms and conditions, which are available at <https://www.lisd.us/page/bids-and-vendor-information>.

The preceding list is provided for informational purposes only and is in no way intended to be an exclusive list of the terms and conditions that may be imposed upon the responding firm by LISD through a contract.

The LISD reserves the right to reject any and all proposals received with or without cause and reserves the right to select the proposal which is determined to be in the best interest of the LISD.

SUBMISSION REQUIREMENTS

Proposals submitted in response to this RFP are to follow the outline described below and must address all requested information. Any additional information that respondent wishes to include that is not specifically addressed below should be included in the appendix to the proposal. Respondents are encouraged to keep proposals brief and to the point.

A. COVER LETTER/TRANSMITTAL LETTER

Please include a cover letter signed by an individual having the authority to negotiate and execute contracts on behalf of the respondent. Please provide information about the company's experience in providing security services, including, if applicable, security services to educational institutions.

B. BID FORM

Respondents should complete the attached bid form in its entirety, including proposed fees for the provision of the goods and services requested in this RFP.

C. SECURITY GUARD ROSTER

Respondents must include a roster identifying all security guards who would be available and/or used to perform security services at the LISD and must include each individual's credentials, including, but not limited to, the identification of all relevant training.

D. INSURANCE REQUIREMENTS

The selected respondent shall submit proof of insurance coverage as is required herein,

or if respondent does not currently maintain said insurance coverage, a letter acknowledging the insurance requirements and confirming that respondent will obtain and maintain said insurance prior to engaging in any contract with the LISD.

E. LISD PROPOSAL FORMS

(available at <https://www.lisd.us/page/bids-and-vendor-information>)

1. MICHIGAN-BASED BUSINESS CERTIFICATION AND VERIFICATION FORM

Consistent with Michigan law, the LISD has adopted and implemented a policy that extends a preference to Michigan-based businesses submitting a proposal pursuant to this request for proposals. Solely for the purposes of determining the value of a bid for purposes of an award, the bid price of a Michigan-based business that is bidding in accord with this request for proposals shall be reduced by a factor of the lesser of 5% or \$10,000. For all other purposes, the bid price shall remain as stated in the proposal.

In order to be considered for such a preference, a bidder must satisfy the definition of a Michigan-based business as found in MCL 18.1268 and shall provide a completed copy of the consent form affixed to this RFP, as well as any additional consent necessary to permit LISD to verify the firms' status as a Michigan-based business through the Michigan Department of Treasury. Additional consent must be provided by the bidder with 24 hours of request by LISD. Failure to satisfy the statutory definition of a Michigan-based business and/or failure to provide the necessary and/or additional consent to permit the LISD to verify the proposer's status as a Michigan-based business through the Michigan Department of Treasury, shall result in the forfeiture of any preference for which the bidder may qualify, including, but not limited to the Michigan-based business preference.

Qualified firms should affix a completed copy of the attached Michigan-based business certification and verification form. (This form applies to Michigan-based businesses only.)

2. FAMILIAL DISCLOSURE STATEMENT

Please include a completed copy of the attached LISD familial disclosure statement. (This form must be completed and notarized even if no familial relationship exists.)

3. IRAN ECONOMIC SANCTIONS ACT COMPLIANCE

Bidders must include a completed copy of the attached LISD Iran Economic Sanctions Act compliance form.

4. SUSPENDED OR DEBARRED VENDOR FORM

Bidders must include a completed copy of the attached suspended or debarred vendor form certifying that the bidder is not a federally suspended or debarred vendor.

5. CONFLICT OF INTEREST FORM

Bidders must include a completed copy of the attached conflict of interest form certifying that the bidder does not have a conflict of interest with any LISD Board member, staff member, or agent.

All proposals shall be submitted via electronic mail with subject line **"LISD Security Services Proposals"**. **Proposals shall be delivered to the attention of the LISD's Purchasing and Logistics Director, Linda Jones, via email to Linda.Jones@lisd.us.** **Proposals should be received by LISD at or before June 26, 2026 @ 11:00 AM.**

Questions and Addenda

Please direct all questions regarding this request for proposals to Linda Jones via email at Linda.Jones@lisd.us @lisd.us. Questions will only be addressed via email so that responses can be shared with all interested parties in the form of addenda to the RFP. **If you wish to receive a copy of addenda published, please email Linda.Jones@lisd.us requesting such.** Addenda will also be placed on the LISD's bids page at www.lisd.us/bids.

**LISD TECH Center Security Services
BID FORM**

This offer has been prepared after our examination of the specifications, together with their related documents, and our examination of the conditions surrounding the proposed work including the availability of labor. The undersigned submits the following offer to enter into a contract with the Lenawee Intermediate School District and agrees to furnish all labor, materials, equipment, and services to perform the Services in accordance with the RFP:

Bidder's Name: _____

Bidder's Address: _____

Hourly Rate for Unarmed Security Guard \$ _____

Premium Hourly Rate for Unarmed Security Guard* \$ _____

*Please describe when (if) the premium hourly rate would apply (for example, evenings, weekends or after 10:00 PM, etc.):

Please describe any additional costs that would/may be applicable (attached additional documentation, as necessary):

Addenda

The undersigned acknowledges receipt of the following addenda and has included the cost thereof in the lump sum base bid:

No. 1, dated _____ No. 2, dated _____

Authorized Representative Signature:

I certify that the information contained on this form is true and accurate and that the presentation of this information to the LISD represents an offer to contract and that acceptance by LISD of this offer will bind me to performance under the terms and conditions of the RFP.

Signature

Date