



# DIAMOND

## CHARTER SCHOOL

**DIAMOND CHARTER SCHOOL (DCS)** is seeking proposals from qualified contractors to provide Security Guard Services for the various school facilities outlined below. This document is a Request for Proposal (RFP) for the services described below and does not obligate DCS to accept responses from eligible Contractors. The RFP establishes minimum requirements a bidder must meet in order to be eligible for consideration as well as information to be included in the Contractor's bid response. Carefully examine the specifications, conditions and limitations.

### **BACKGROUND**

Diamond Charter School (DCS) is a newly authorized public charter school opening in September 2026, serving the communities of Hempstead and West Hempstead, New York. DCS is committed to empowering students to achieve academic excellence, personal growth, and social responsibility in a supportive and dynamic learning environment.

### **CONFIDENTIALITY**

The information contained in this RFP is confidential and proprietary. This RFP is provided for the exclusive use of the Respondents and copies shall not be made available to any other party, without written consent from DCS. No other distribution of submissions or proposals is to be made by the Respondent. All proposals and supporting documentation shall become the property of DCS.

### **SITE ADDRESS**

We are currently located at 12 Westminster Road, West Hempstead, NY 11552 for a maximum of 18 months. Thereafter the school will relocate to our permanent location at 131 Fulton Avenue, Hempstead, NY 11552.

### **SAMPLE SCHEDULE**

Anticipated Schedule (Subject to Change):

School Hours: Monday–Friday, 7:30 AM – 5:30 PM

Academic Day: 8:00 AM – 3:10PM

Breakfast: 7:30 AM - 8:00 AM

Lunch: 11:30 AM – 12:15 PM

Afterschool Program: 3:10 PM – 5:30 PM

The contractor must provide flexibility to adjust staffing based on:

School calendar variations

Summer programming

Special events and family outreach

Admissions events

Inclement weather or emergency conditions

### **1. PURPOSE**

Diamond Charter School is requesting proposals from qualified individuals and entities interested in providing Unarmed Security Guard Services. The contract period will be for one school year (Sept 1, 2026– June 30, 2026), with the option to continue through the summer and/or renew for an additional one year. Renewal periods are by mutual agreement and not automatic.

### **2. PROPOSAL SUBMISSION**

Proposals must be sent by email with the subject line clearly labeled as **“Proposal – Unarmed Security Guard Services”** and submitted on or before 10:00 a.m. prevailing time, on **Friday, July 10, 2026..** There is no expressed or implied obligation for Diamond Charter School to reimburse responding individuals or agencies for any expenses incurred in preparing proposals or attending interview(s) in response to this RFP.

### **Proposals should be addressed to:**

Kamla Wallace

Director of Operations

Diamond Charter School

12 Westminster Road

West Hempstead, New York 11550

Email: [Kwallace@diamondcs.org](mailto:Kwallace@diamondcs.org)

All questions, requests for clarifications or additional information concerning the RFP or the procedures for responding and all requests for site visits must be made in writing and directed to **Kamla Wallace, Director of Operations**, at [kwallace@diamondcs.org](mailto:kwallace@diamondcs.org). All questions, requests for clarification or additional information must be received no later than **Friday, July 3, 2026, at 12:00 p.m.** Inquiries received after that date and time will not receive a response.

### 3. TIMETABLE

DCS anticipates proceeding with the selection process according to the following schedule:

**Deadline for submission of proposals:** Friday, July 10, 2026

**Selection of Provider(s):** on or about June 24, 2026

**Interview security guard candidates** (if requested by DCS, prior to or after selection of Provider): August 1, 2026 to August 15, 2026

**Security Guard(s) Start Date:** September 1, 2026

This timetable could be adjusted at the discretion of DCS to accommodate training and/or school events.

### 4. SCOPE OF SERVICES

#### A. General Services and Responsibilities

The following are the services the Security Firm (Contractor) will be expected to provide and the Contractor's responsibilities:

- a. Provide licensed, trained, professional security guard personnel.
- b. Contractor's personnel are responsible for reviewing all emergency plans and procedures for the school building location that they are assigned to.
- c. Contractor's personnel are responsible for prioritizing and coordinating their duties with the building administrator or other DCS employee in charge at the assigned location.
- d. Contractor's personnel are to be bilingual (English/Spanish)
- e. Contractor's personnel are responsible for investigating intrusion alarms and fire alarms at assigned school buildings and must call 911 for emergency response if necessary.
- f. Provide licensed and trained back up personnel that can replace scheduled personnel in emergencies.
- g. Contractors must provide monthly billing for exact hours of services provided each day at each school location.
- h. Contractor's personnel are responsible for filling out incident and hazard reports when appropriate using the reporting form provided by DCS.
- i. Contractor's personnel are responsible for performing any other related work as required by the Principal, Director of Operations or other DCS employee in charge at the assigned location.

#### B. Specific Qualifications, Responsibilities & Other Requirements

- a. Onsite security personnel servicing DCS must be a minimum of 21 years of age.
- b. Onsite security personnel servicing the DCS must be adequately bonded.
- c. The Contractor must provide adequate and qualified substitute security personnel when the security personnel servicing DCS are absent for any reason.
- d. The Contractor must be available 24 hours a day/7 day a week by phone/email.
- e. The Contractor must require thorough background checks of all personnel assigned to DCS, including supervisory personnel. Background checks should include, at a minimum, a criminal check of local, state, and federal authorities for all employees. The cost of background checks is the responsibility of the Contractor. DCS reserves the right to inspect any and all background checks of the personnel assigned to the schools. All persons providing services involving direct contact with DCS students must receive fingerprinting clearance prior to providing services.
- f. Contractor's personnel will be required to have successfully completed supplemental training including, but not limited to, training on suspicious packages, response to active shooter incidents and enhanced terrorism awareness and response. Proof of past and ongoing training is required of all current personnel. A copy of the Contractor's standard operating procedures must be provided with the RFP response.
- g. DCS reserves the right for any reason to require the Contractor to remove an employee from working at or for DCS.
- h. Onsite personnel must be dressed in the uniform provided by the Contractor and be neat and clean in appearance.
- i. The security guard must be able to communicate effectively with families, students and staff.

- j. At no time should personnel report to work if they are in any way mentally or physically impaired, such as, by drug or alcohol use, or illness. DCS reserves the right to have any person who it deems unfit for duty in its sole judgment immediately removed from service.
- k. DCS will provide Contractor's onsite personnel with a key card if needed, wireless two-way communication device that is adequate for work at the school building locations. Devices will be operable and must always be carried by Contractor's onsite personnel. These items must be returned to the designated building administrator at the end of each school day.
- l. The contractor must provide all supervision, labor, materials, supplies and equipment and must plan, schedule, coordinate and ensure effective performance of security services.

**C. Daily Service Duties:**

The Security Guard will:

- a. Remain posted at the main entrance to the school building.
- b. Diligently monitor and adhere to student drop off and pick up procedures.
- c. Announce visitors to the main office, scan visitor identification and provide badging prior to entry.
- d. Have all visitors sign out when leaving the building.
- e. Monitor security cameras and report any unusual or unsafe activities.
- f. Monitor Emergency exits and respond to alarms.
- g. Maintain the early dismissal log ensuring all students are properly signed out by an authorized guardian (ID Check)
- h. Will monitor and maintain any Covid or other emergency protocols that are in place.
- i. Will familiarize themselves with families and persons dropping off and picking up students.
- j. Prohibit access of unauthorized individuals.
- k. Periodically patrol the exterior of the school building.
- l. Consult with the school Administration on security related issues.
- m. Be helpful, courteous and behave at all times in a professional manner that meets or exceeds current industry standards.
- n. Follow DCS security protocols and make recommendations to improve where necessary.

**5. PROPOSAL REQUIREMENTS**

**1) Company History and Organization**

**Provide an overview of your company, including:**

- a) Name of Firm, and if applicable, as it is registered with NY State.
- b) Name & Title of the individual submitting the response to this RFP.
- c) Company address and contact information.
- d) Ownership Status/Certifications: Women owned, Minority (what type), Disabled Veteran
- e) A brief history of the organization.
- f) Indicators of the size of the company (number of offices, approximate number of accounts, etc.)

**2) Descriptive Summary**

- a) Describe the individual or agency experience and expertise in and capacity to perform services being provided.
- b) Provide evidence of all licenses, registrations and training programs required for the proposer and its personnel to provide the services required by this RFP.
- c) Provide evidence of required insurance.
- d) Provide at least three client references whose facilities may be comparable in industry, size and/or scope to DCS. Include client name, address, contact person and contact number and email. Please be advised that the DCS may contact any reference listed.
- e) Indicate features that are not covered elsewhere in the RFP that are offered to enhance your firm's ability to effectively perform services.

**3) Cost**

- a) This must include the proposed costs to provide the services. **Please use the Quote Form attached.**

## 6. EVALUATION CRITERIA

### 1) **Qualifications of the Proposer:**

- a. Ability of the Proposer to provide quality services;
- b. Ability of the Proposer to comply with all applicable laws, rules and regulations;
- c. Qualifications of the Proposer's proposed staff;
- d. Financial stability of the Proposer;
- e. Prior experience;
- f. Demonstrated competence/knowledge;
- g. Specialized expertise/skills and employee training programs;
- h. Reputation/references;

### 2) **Responsiveness** of the proposal to the instructions and requirements of this RFP.

### 3) **Costs.** Best financial value and the Proposer's ability to offer a fair and reasonable fee that is consistent with prevailing market conditions.

### 4) **Interviews,** if requested by DCS.

DCS may at its sole discretion decline to make an award or award all or a part of the scope of work to one or more Contractors and is in no way bound to award the work to one Contractor or to the lowest price response.

## ATTACHMENTS

- Please provide a copy of the firm's standard service agreement.
- Completed Cost Quote Form
- Completed Reference Form

DCS may at its sole discretion decline to make an award or award all or a part of the scope of work to one or more Contractors and is in no way bound to award the work to one Contractor or to the lowest price response.

## QUOTE FORM

(submit this form with your proposal)

Name of Proposer \_\_\_\_\_

Contact Name and Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email Address: \_\_\_\_\_

**Provide unarmed security guard services per the attached specifications:**

**Regular Rate** \$ \_\_\_\_\_ PER HOUR

**Overtime Rate** \$ \_\_\_\_\_ PER HOUR

**Weekend Rate** \$ \_\_\_\_\_ PER HOUR

**Holiday Rate** \$ \_\_\_\_\_ PER HOUR

**Invoice Frequency:** \_\_\_\_\_

**Payment Terms:** \_\_\_\_\_

Note: DCS is a 501c(3) and is therefore exempt from sales taxes. A certificate will be provided to the awardee.

## REFERENCES

(submit this form with your proposal)

Proposers must include with their proposal, a minimum of three (3) references where the bidder provides similar services to the services described herein.

	<b>Company Name</b>	<b>Contact Name</b>	<b>Email Address</b>	<b>Phone Number</b>
1.				
2.				
3.				