

PEEKSKILL CITY SCHOOL DISTRICT
1031 ELM STREET
PEEKSKILL, New York 10566

**REQUEST FOR PROPOSAL
SECURITY CONSULTATION SERVICES**

To Be Received by March 30, 2007 @ 11:00 a.m.

Project Description

The Board of Education of the Peekskill City School District of Peekskill, New York (the District) is seeking qualified professionals to evaluate and recommend changes to its overall security needs. The firm must be able to evaluate security on many levels including personnel, process & procedures, access, cameras and lighting.

PROPOSAL SUBMISSION

Your proposal is to be submitted to the District by 11:00 a.m., March 30, 2007, clearly labeled as follows:

Peekskill City School District
1031 Elm Street
Peekskill, New York 10566

Attn: Mr. Gregory J. Sullivan
Assistant Superintendent for Business

Re: Security Consulting Services Proposal

REQUIREMENTS

Firms submitting proposals should be familiar enough with the facilities, community and populace of small city school districts to provide a responsible proposal.

The detailed proposals shall be accompanied by copies of an Office Brochure including the following information:

1. General background information of the firm(s) including company mission statement, philosophy and general approach to security.

2. List firms' principal owners/partners, their background and include resumes of staff members who will be assigned to the proposed project.
3. Describe the firm's ability to provide the specific consulting services and program design the District requires. If such services are provided by outside consultants, provide information about each consultant.
4. Provide information on a minimum of four (4) projects completed for similar institutions. The list shall include the institution's name, contact person and phone number, project location and description, and dates of service.
5. Evidence of insurance coverage. The School District requests the following coverage:
 - a. General Liability \$1,000,000 each occurrence
\$2,000,000 aggregate
 - b. Professional Liability: \$5,000,000

The professional liability insurance policy must be on an occurrence basis. Additionally, the insurance carrier should have a BEST rating of A. The District shall be listed "additional" insured on all policies.

PROJECT SCHEDULE

The District will require the successful consulting firm to complete their work and submit a final report within thirty days of signing an agreement with the District.

The successful consulting firm will be required to discuss its findings and recommendations with the Board of the Peekskill City School District.

FEE PROPOSAL

Indicate your proposed fee for the completion of the project as described along with a proposed payment schedule.

SELECTION PROCEDURE

Proposals will be evaluated based on responsiveness to this RFP, technical qualifications, and anticipated cost.

Selected firms submitting proposals conforming to this R.F.P. will be interviewed by District personnel and a committee selected by the Board. The selected finalist firms will be presented to the Board of Education who will make the final selection. Finalists will be required to provide additional copies of their proposal as necessary.

The Board of Education reserves the right to reject any and all proposals at its discretion.

Questions relating to this request or proposal must be submitted in writing to the following address: Peekskill City School District, 1031 Elm Street, Peekskill, NY 10566 Att: Mr. Gregory J. Sullivan, Assistant Superintendent for Business or faxed to (914) 737-2615.