



MC REALTY GROUP

KIPP KC - Physical Security

Request for Proposal

Event Description:

As the Facility Management company responsible for KIPP KC ("Client") buildings located at 2700 E 18th Street and 1522 Winchester Ave, Kansas City, MO. 64127, MC Realty Group, LLC ("MCRG") is soliciting proposals for Physical Security Management at the Client location listed above. Once all bid proposals have been reviewed, MCRG will award this business for a three

Owner's Representative:

Lee A. Whitman
Director, Property Management, MC Realty Group, LLC
114 West 11th Street Suite 200
Kansas City, MO 64105
Desk: {816}499-8385
Email: lawhitman@mcrealtyus.com

Contract Administrator:

Gregg Bedell
Senior Contract Administrator/Buyer
114 West 11th Street Suite 200
Kansas City, MO 64105
Desk: {816} 499-8438
Email: gabedell@mcrealtyus.com

Schedule of Events

Open for Review – 6/28/2024 at 10:00 am CST

Bid Questions Due - 7/8/2024 at 2:00 pm CST - Email to lawhitman@mcrealtyus.com

Site Visit - To Be Announced after Bidders confirm intent to provide a proposal

Responses to Questions - 7/12/2024 - 12:00 pm CST - All responses will be made via e-mail, to ALL participants.

Event Closed for Responses/ Bids Due – 7/19/2024 at 2:00 pm - Email Responses to lawhitman@mcrealtyus.com

MCRG Review of Responses – Week of 7/15/2024

Contract Awarded - To Be Determined

KIPP KC - Physical Security
Company Information
MC Realty Group is one of the most experienced full-service corporate and investment commercial real estate service companies, committed to providing innovative solutions to meet our customers most demanding commercial real estate requirements. MCRG provides exceptional comprehensive corporate and investment real estate services with integrity, commitment and innovation. MCRG adds value to our clients real estate and facilities assets by applying our unique skills and experience. We help relieve our clients of functions which are not part of their core business or mission, while providing them with full transparency and control of the process at all times.
Objective
<p>Objective: The purpose of this RFP is to inform potential bidders of a business opportunity and to solicit proposals for Physical Security Management detailed in this document at the property managed by MCRG listed on this RFP. Based upon the review and evaluation of proposals offered in response to this RFP, MCRG intends to select one (1) successful bidder for this location to provide security services as defined in the RFP.</p> <p>The initial contract will be for three (3) years.</p>
Confidentiality and Non-Disclosure
All parties shall adhere to the rights and safeguard the information received and provided, subject to the terms and conditions of the Confidentiality and Non-disclosure Agreement executed between the parties.
Contracts
The successful supplier will be requested to sign a contract similar to the Master Service Agreement attached. The RFP responses will be made a part of the agreement as well.



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Section	Questions
A	Supplier Information
	Please provide your company's legal name.
	Please provide the address, phone number and tax identification number of your home office.
	Please provide an organizational chart and the name and contact information of the account manager that will be assigned to the MCRG - Client account in Kansas City, Kansas.
	Indicate the official capacity of the person executing this RFP
	Is your company public or privately held?
	Are you a subsidiary of another company?
	If yes, please identify your parent company and any other subsidiaries.
	Please provide your company's size and years in business.
	Has your company merged or is in the process of merging within the last 3 years?
	If yes, list name of company or companies.
	Are you locations wholly owned?
	If no, please describe the location model
	What differentiates your company from the competition?
	Please list your unique company strengths.
	Please list your major customers and services provided.
	Please list your personnel qualifications.
B	Staffing: Coverage Hours
	Please provide an itemized cost based on the following coverages:
	KIPP Legacy Bldg (1522 Winchester): one officer 0650-1550 during regular school days.
	KIPP Endeavor Bldg (2700 E 18th St): one officer 0800-1700 during regular school days.
	Special Event Coverage; generally 4-5 times per month outside of regular school hours for 1 - 3 hours at a time.
	Athletic Event Coverage; all home/KIPP hosted athletic games. Two officers required during the event - one to monitor entry/exit to the building and one at the actual event site.
	Client may adjust hours up or down as necessary to accommodate changes in schedule or security risks and such changes shall be reflected on
C	General Service Specifications
	All Contract Guards will be highly experienced. Please list the experience level of guards assigned to this account.
	Supplier will provide supervision for all guards. Please list who will serve as primary point of contact between the Supplier and Client, or MCRG, with the respect of any and all issues, concerns, and relevant information including Client policies and procedures.
	Guards must be equipped with uniforms and identification that foster a professional consistent appearance, provided by the Supplier. Please provide picture or sample of uniform.
	Guards are expected to always conduct themselves professionally, using appropriate language and respect when interacting with staff, students, and families. It is inevitable that officers will encounter students and staff during highly charged emotional events. All officers are expected to utilize de-escalation techniques from their training in confronting the situation.

	Client, or MCRG, reserve the right, at its sole discretion, to require the Supplier to remove any guard for any reason and request a suitable replacement from the Supplier. Please explain how supplier will fill guard vacancies due to illness, vacation and unforeseen absence.
	Supplier will be responsible for the hiring and training of all guards, including any replacement of existing guards.
	Client will not pay for training costs.
	To the extent permitted by law, and at Supplier's sole cost and expense, Supplier shall be responsible for conducting criminal background checks on all guards used to perform any services for Client, understanding that the Client's properties are educational facilities for minors and such background checks shall at a minimum include a Missouri criminal and Family Care Registry background check. Supplier will certify to Client that there is nothing revealed by such background checks of said guards that would create a reasonable doubt about the utilization of same for the services in a safe manner and with proper regard for the security of Client and its employees, affiliates, subsidiaries, customers, vendors and other third parties.
	Supplier shall be responsible for ensuring that its guards strictly comply with Client's drug-free workplace policies, as the same may be amended by Client in its sole discretion.
	Supplier will provide documentation on all site personnel showing they are qualified Missouri certified School security guards and will provide ongoing quarterly certifications showing such personnel continue in that capacity/qualifications.
D	Map
	Please see the attached map of approximate floor plate and rover areas.
E	Certification and Equipment Requirements
	All officers assigned to shall be First Aid, CPR, AED & BBP certified and this certification must be kept current as well as their Guard Card and any other required certifications.
	Officers shall carry a Client issued communication device and a set of building keys, as necessary. Any damage to the devices due to Supplier negligence, or necessary replacement of lost keys in the possession of Supplier, will be at the cost of the Supplier.
	Account manager (Primary Point of Contact) must have extensive law enforcement background and have an armed private investigator license. Please include Account Manger resume.
F	Client/ Facility Manager Supplied Equipment
	Site communication devices allowing Supplier officers to be in communication with Client and/or MC Realty personnel.
G	Vendor Supplied Equipment / Tools
	Please list what equipment is standard issue for all guards. Guard must be certified to use all equipment that is part of standard issue.
	Is the guard responsible for this purchase and maintenance of equipment? What equipment is provided and maintained by the Supplier?
H	Duties and Responsibilities
	Physical Threat Response
	Supplier must provide an Employee Escort when requested by any employee.
	Internal Emergency Response – Provide Emergency response
	Physical site security programs:
	Officers are responsible for the safety and security of all persons entering and using the school property to which they are assigned. Therefore, it is expected that Officers will spend their shift hours:
	>patrolling the facilities,
	>being alert for safety hazards,
	>investigating unusual conditions such as large unexpected groupings,
	>ensuring doors are secured,
	>identifying persons entering the school grounds as determined by Client,
	>investigating thefts or disturbances,
	>monitoring Client provided security cameras,
	>reporting violations of school policy or code of conduct,
	>reporting criminal activity to the proper administrator or authorities,
	>escorting students or visitors when appropriate,
	>assist with evacuations or drills,
	>and performing other tasks as assigned at the request of the Client or MC Realty Group in coordination with Supplier.
	Safety Awareness Reporting - Report any potential safety concerns to appropriate contacts: Materials Management, Safety, Facilities, etc.... (blocked elec panels, doorways, emergency lighting out etc.)

	Incident Reporting: officers will completed a detailed report by end of shift documenting any serious incident that occurs including but not limited to physical altercations, reports of bullying, drug possession, stolen property, injury/accidents, etc. Such reports will be completed on an agreed upon form accounting for details including date, time, witnesses, summary of the
	Do you have a formal written safety/disaster recovery plan? Please provide your internal plans.
I	Safety Program Oversight
	Oversee site security programs (explain and provide samples)
	o Security Incident Reporting & Investigation
	o Incident Reports and Notification
	o Bomb Threat Procedures
	o Awareness Notices
	o Weekly Fire Equipment Checks
	o BOLO Notifications (local law enforcement).
J	Training- Level of Office and Hiring Practices
	Please describe the security-related education and training levels of personnel to be assigned at this facility.
	Supplier, please describe the use of classrooms, books, videos, online, or other methods in guard training.
	How does Supplier keep up with the latest advances with technology and methods in your industry? How would you introduce these changes to Client?
	What current technologies do you use that promote efficient and smooth operations?
	Describe your management and internal control processes for assuring quality security service delivery.
	Can your company customize training programs based on Client requirements?
	Please provide details and attach any certifications/licensing of your employees and any state specific training in First aid, CPR, AED, vehicle operation and weapons certifications.
	Please explain how Supplier handles guards who are absent due to sickness and/or other reasons?
	Outline your training program for each level of employees, including pre-placement and on-site.
K	Schedule
	Please attach a proposed guard schedule.
L	Pricing (Please attach a spreadsheet outlining the list below.)
	Please specify the base price per guard (hourly rate paid to guard).
	Please specify the % mark up from the base price (and what the mark up consists of).
	Please specify the overall cost of labor per week.
	Please provide Overtime rates as well per guard.
	Please specify all other charges not specified above (i.e. training, certifications, etc.).
	Please provide annual charge for the 3 year agreement.
Conclusion	
Review of your responses will begin upon receipt. You are welcome to submit your response prior to the close of the event. Please make yourself available for any questions MCRG may have in regards to your response. Should you not be available, please provide the name and phone number of another in your company that can act on your behalf. Should you need clarification on a question, or need to ask a question, please do so via email to the event owner. The event owner will be checking questions on a regular basis. All questions asked will be relayed to all participants (company name, individuals will be removed) so that the response can be shared with all.	

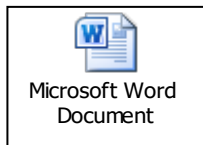
Please attach any additional information you feel is pertinent to this RFP.

KIPP KC SITE PLAN



24 - 25 Physical Space_Operations_KIPPKC.pdf

MC Realty Group- Non Disclosure Agreement



Please "CLICK" on Word Icon - MSA for KIPP KC Physical Security will come up.

