



Académie Lafayette

EST. 1999

Director of Human Resources
201 E Armour Blvd Kansas City, Missouri 64111
Phone: 816-800-8771
March 9, 2026
REQUEST FOR PROPOSAL

1.0 Purpose

The purpose of this Request for Proposals (RFP) is to select a vendor to provide Security Services at the Armour (High School and Middle School) campus located at 201 E Armour Road, KC MO 64111.

2.0 Background/Demographic Information

Académie Lafayette is a public charter school district that encompasses three locations, Cherry, Oak and the Armour Campus. This work is limited to the Armour location.

3.0 Scope of Work

The successful Proposer shall incorporate the following minimum expectations, which may include, but are not limited to the items listed below.

3.1 Overview- Académie Lafayette Security Services as specified on Scope of Work - Security Services, page 11.

3.2 . Work will be performed as determined by Académie Lafayette Director of Human Resources as detailed herein.

a) Price hour for the Security guard.

I. Per-job quote- From the site visit, the contractor shall provide a written

proposal per school in accordance to the terms, specs, and quoted prices of the contract.

- II. Purchase Order- After receipt of quote, Académie Lafayette will send a PO, per job.
- III. Work Schedule- Work should be performed during the normal school days at the Armour campus. Arrival time will be 7:00 a.m., and departure time at 4 p.m. with a one-hour lunch period.

Performance Period

The initial contract will span twelve (12) months following Notice of Award by the Board of Education, with the option to renew unlimited times, upon need, annual review of any change of pricing terms, or changes to Missouri State laws.

5.0 General Information

5.1 Point of Contact - The following individual shall provide clarification of the specifications for this RFP:

Laura Richards, Director of Human Resources
201 East Armour Blvd,
Kansas City, MO 64111 816-800-8771

All questions regarding this RFP shall be submitted via email to lrichards@acacemielifayette.org
All inquiries will be answered at the sole discretion of Académie Lafayette. All questions should, to the degree possible, cite the specific RFP section and paragraph number(s) to which the question refers.

5.2 Right to Amend or Withdraw

Académie Lafayette reserves the right to alter, amend or modify any provision of this RFP, or to withdraw this RFP at any time prior to the award of a contract, if to do so is in the best interest of the district.

5.3 Ownership of Responses

All responses become the property of Académie Lafayette. Responses may be reviewed by any person after the selected vendor or vendors and Académie Lafayette have signed contracts. Académie Lafayette reserves the right to use any and all information and materials presented in reply to this RFP. Disqualification of a vendor does not eliminate this right.

5.4 Pre-agreement Costs

Académie Lafayette is not liable for any cost incurred by any responding vendor prior to issuance of a Purchase Order.

5.5 Submission Requirements

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified. The bid shall be sealed and submitted no later than 2:00 p.m. on April 24, 2026 at 201 East Armour Blvd., Kansas City, MO 64111.

5.5.1 Order of items in proposal

The items in the proposal shall be in the following order:

Scope of Work

Proposal Requirements & Specifications

Weighted Criteria Evaluation Worksheet

Reference Form

Bidder’s Certification

Signature Page

Exhibit A – Anti-Collusion Affidavit

Exhibit B – Debarment and Suspension Certification

Exhibit C – Affidavit of Non-Discriminatory Employment

Proposal Overview

Copy of Contract you wish the district to approve

Additional Information as provided by proposer, include a list of manipulatives provided as a resource to support the online / digital resources

5.6 Timeline

The following timeline will be used as a guide for RFP

Posting of RFP	March 9, 2026
Mandatory Walk through	March 26, 2026 at 10 a.m.
Question Submission Deadline	April 17, 2026 @ 2:00 p.m.
RFP Submittal Deadline	April 24, 2026 @ 2:00 p.m.
Proposal Evaluation	April 24 – May 15
Board of Education Approval	June 8, 2026 or next scheduled meeting

5.7 Notice of Award

The award of this RFP shall be sent out upon execution of a contract with the proposer following a June 2026 Board of Education meeting. All responses and working papers pursuant to this RFP are considered confidential information until all contracts have been executed. Purchase Orders shall be awarded in accordance with regulations adopted by the Académie Lafayette Board of Education and adhere to all applicable purchasing policies.

6.0 Pricing

The proposer shall provide pricing that will remain firmly in effect for one year from date of award.

After a year, the vendor may submit price adjustments to the district based on Economy. The request MUST contain a written notification from the contractor price increases. The Revised Published Price List or contractor notification shall be submitted to the district at least thirty (30) calendar days prior to the effective date of the new price to be charged to the district.

7.0 Deviations or Exceptions

Bidders are expected to bid on the items as listed or Scope of Work. If there are any deviations from the specifications or scope of work listed, the bidder is expected to make note, along with a brief description included in their submission. The district reserves the right to determine the successful bidder and will make that decision based on the best interest of the district.

If your company intends to deviate from the Specifications listed in the attached documents, such deviations and exceptions must be listed in the response, with complete and detailed conditions and information included. The district will consider any deviations or exceptions in its bid award decisions. The district reserves the right to accept or reject any proposals based upon any deviations indicated.

8.0 Basis of Award

8.1 The proposal evaluation committee shall choose the proposer who is deemed to be in the best interest of the district based on, but not limited to, the following factors:

- Lowest responsive, responsible bidder
- Meets the qualifications for quality, price, terms of bid, and service.

8.2 Academy Lafayette will review all responses submitted and select one or more proposers with whom they will award within 90 days after the RFP opening.

8.3 Proposers are advised that, in the event of receipt of an adequate number of proposals which, in the opinion of Académie Lafayette, require no clarification and/or supplementary information, such proposals may be evaluated without further discussion. Thus, the initial proposal from each vendor should represent the vendor's most complete and favorable terms from a technical standpoint. Should the proposals submitted require clarification and/or supplementary information, vendors should be prepared to submit such additional information in a timely manner, when requested to do so.

9.0 Other General Terms and Conditions

9.1 Late Proposals: Proposals must be sealed and delivered to prior to the closing date and time. NO LATE PROPOSALS WILL BE ACCEPTED for any reason. It is the sole responsibility of the proposer to ensure time of the proposal. Académie Lafayette will not be responsible for failure of service on the part of the delivery.

9.2 Acceptance: The right is reserved to accept or reject any or all of the proposals, waive minor technicalities, and to accept the proposal most advantageous to the School District.

Invoices: Invoices must be prepared by the successful proposer and submitted or emailed to:
Académie Lafayette
Director of Human Resources
201 East Armour Kansas City, MO 64111
lrichards@academielafayette.org

Accounts Payable Discounts: Normal payment terms are approximately 30 calendar days, given that the goods and/or services received are in satisfactory condition. Any discounts available to the School District or early payment discounts should be noted in the proposal.

Taxes: Académie Lafayette is exempt from Missouri State Sales tax. TAX MUST NOT BE INCLUDED IN RESPONSE. A tax exemption certificate will be executed by the Purchasing Department upon request.

9.3 Specifications/Samples: Any catalog, brand name or manufacturer's reference in the specifications are descriptive NOT restrictive, and are used to indicate type and quality level desired. Proposals on brands of like nature and quality may be considered unless specifically excluded. If proposing on other than reference or specifications, proposal must show manufacturer, brand, trade name, catalog and/or lot number, etc. on article proposed and certify that article proposed is equivalent to specifications. If other than specified brand of items is proposed, specifications, illustrations, and complete descriptive literature must be submitted with proposal unless previously filed with the Purchasing Department. Samples, if required shall be furnished prior to opening, free of expense to the School District, and if not used or destroyed in examinations and testing, will be returned to the proposer, if requested, at the proposer's expense. Each sample must be marked with the proposer's name, address, item number and RFP name reference.

9.4 Warranty/Maintenance Agreement: Any information regarding warranties and/or maintenance agreements pertaining to said item(s) are to be included in the proposal.

9.5 Proprietary Information: All material submitted to the School District becomes public property and is subject to the Missouri Sunshine Law upon receipt. If a proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The School District will, to the extent allowed by law, endeavor to protect such information from disclosure. However, if required by law any information submitted is subject to disclosure. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

9.6 Transfer: Transfer or assignment of the contract by the proposer is prohibited.

10.0 Cancellation/Default of Contract

In the event the successful proposer, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the district shall have the right to terminate its contract by specifying the date of termination in written notice to the selected vendor at least thirty (30) days prior to termination date. The Académie Lafayette also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess cost incurred. No contract assignment will be allowed. The district also has the right to terminate the contract for no reason upon thirty (30) days written notice.

Académie Lafayette
Cover Sheet
Proposal for Security Services

I {We} are proposing in accordance with the general conditions and established specifications.

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

FEDERAL TAX ID #: _____

WEB SITE: _____

ADDITIONAL INFORMATION: _____

AUTHORIZED SIGNATURE: _____

Print/Typed

AUTHORIZED SIGNATURE: _____

Signed

DATE: _____

If unable to respond to this proposal and you wish to receive future proposal invitations, please return this sheet to the following address:

Académie Lafayette
201 E Armour Blvd
Kansas City, MO 64111

Authorized Signature: By signing and executing this contract, the proposer certifies and represents to the District that the proposer has not proposed, conferred, or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantage, information, recipient's decision, opinion, recommendation, vote or any other exercise or discretion concerning this proposal. Proposals shall show vendor name and be manually signed. Failure to do so will disqualify the proposal. Person signing proposal must show title or AUTHORITY TO BIND HIS FIRM IN A CONTRACT.

There is a mandatory facility meeting and tour on THURSDAY, MARCH 26

Location : Armour Campus, 201 E. Armour Blvd., KC MO 64111

Start Walk Through at 10 a.m.

Contact info for Laura Richards

Phone: 816-800-8771

Email: lrichards@academielafayette.org

Sealed proposals are to arrive no later than 10:00 AM on April 24, 2026 and shall be addressed to:

Laura Richards
Académie Lafayette - Administrative Office
201 E. Armour Blvd., KC MO 64111

Your response must include the following on the front of your package:
“SECURITY SERVICES RFP # 2026 - 001”

Please submit one original and an electronic copy of the proposal in a sealed envelope.

Electronic copies must be submitted in a flash drive. We do not accept proposals via email.

Scope of Work

Armour Location

I. DAILY SERVICES

- A.** Maintain a safe learning environment by controlling access, patrolling grounds, and managing emergencies.
- B.** Direction of car drop off in the morning and afternoon, including direction of parents in safe drop off practices.
 - 1.** Report and work with Administration regarding any parents not following the rules and safety practices.
- C.** Assist with checking in guests with the Raptor and other systems.
- D.** Conduct regular patrols through building hallways and parking lot.
- E.** Be present or outside of meetings where students or staff members may escalate. Intervene in fights and de-escalate student arguments.
- F.** Check that doors and windows are secured and report safety hazards.
- G.** Serve as an approachable, visible presence that help students feel safe.
- H.** Interact in a professional, welcoming and friendly manner with students, staff and visitors.

PROPOSAL REQUIREMENTS & SPECIFICATIONS

A. REQUIREMENTS

1. The vendor must supply proof that staff have been through a background check process and evidence of sufficient liability and worker's compensation insurance covering staff.
2. Staff must go through Académie Lafayette's Family Care Safe Registry system and Missouri Highway Patrol fingerprinting system.
3. The vendor shall provide a brief overview of agency history, philosophy and capacities.
4. The vendor shall provide its current client list.
5. The vendor shall provide three reference letters from its current clients for the similar work. Académie Lafayette reserves the right to review Better Business Bureau ratings and request credit reference checks.
6. The vendor shall comply with all applicable Federal, State and Local laws, statutes and ordinances including, but not limited to the rules, regulations and standards of the Occupational Safety and Health Act of 1970, the Federal Contract Work Hours and Safety Standards Act, the Fair Labor Standards Act, the Uniformed Services Employment and Reemployment Rights Act, and all rules and regulations promulgated there under
7. The vendor shall agree not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age, disability or national origin

B. SPECIFICATIONS

1. Services will be provided on regular school and parent/teacher conference days. There are 188 regular school days.
2. If school decides to provide summer school for students, vendor will be informed. Tentatively, there will be 20 summer school days in June and July for 2026.
3. There are 11 Professional Development (PD) days on the school calendar. Vendor should contact the school principal to learn if school needs any security services on PD days or not.
4. If school is closed due to a snow day or for any other reason, school officials will contact the security company and no security services will be provided on those days.
5. The vendor shall coordinate all security activities;
6. The vendor shall ensure the safety of all students, staff and visitors while performing security duties;
7. The vendor shall provide information for all services and person(s) that will participate (with credentials and experience) in security services.
8. The vendor shall ensure that all employees involved in security services have a drug screening and background check prior to employment;
9. The vendor shall be responsible for all injuries to persons caused by its staff, equipment or supplies;
10. The vendor shall wear adequate safety equipment for the tasks involved (e.g., safety shoes), and train their employees safety;

11. The vendor shall be responsible for all damage caused by its employees, its equipment or its supplies, the school's property, equipment, buildings and building contents.
12. The vendor shall appoint an experienced Supervisor to be responsible for all the work required under the contract.
13. The Supervisor shall be readily accessible to Académie Lafayette personnel at all times and have communication equipment (cell phone or pager).
14. With regards to health and safety issues, report immediately to the Director of Human Resources if outside of normal working hours. During normal hours, they are to be reported to the Building Principal or Director of Human Resources.
15. Criminal Background Check – The vendor must be enrolled in the VECHS program and the vendor's personnel must be background checked through Missouri Automated Criminal History System (MACHS) using Académie Lafayette's four-digit fingerprint codes. The vendor must follow the background check requirements as stated in section §168.133, RSMo. Bid awards are contingent upon the satisfactory outcome of the criminal background checks of all the vendor's employees, when required by Académie Lafayette. Académie Lafayette has the sole and absolute discretion to determine whether the outcome is satisfactory.

The vendor shall provide the roster of all employees containing employee's name, date of birth, date of hire, date of the most current fingerprint criminal record check. All employees contained on the vendor's roster must be background checked to meet all Federal and State of Missouri requirements and those contained within this agreement. This roster shall be presented on the first day of school for each new school year and updated monthly indicating any new hires or employees that are no longer employed with the vendor.

Under no circumstances shall any person serve Académie Lafayette as a vendor and/or vendor's employee without being cleared for all applicable Federal and State of Missouri background check requirements. Failure to comply with this requirement is a serious breach of this agreement and may be subject to the termination of the agreement between Académie Lafayette and Contractor.

WEIGHTED CRITERIA EVALUATION WORKSHEET

The evaluation of proposals will be based on the following criteria and scored in the following manner:

I. Mandatory Criteria

Proposals will not be considered for further evaluation unless there is compliance with all of the following criteria.

The proposing vendor:

- A. Vendor is properly incorporated or licensed to do business in the State of Missouri : _____
- B. Vendor is capable of managing security operations on a contract basis : _____
- C. Vendor doesn't have a record of substandard work : _____
- D. Vendor has submitted a proposal, meeting all of the requirements of the RFP : _____

II. Evaluation Criteria

Proposals meeting each of the criteria set forth above will be evaluated on the following factors:

- A. Price for Daily Security Guard : _____
- B. Price for additional fee services (0 – 10 pts) : _____
- C. Experience (0 - 15 pts) : _____
- D. Size and structure of the company (0-15 pts) : _____
- E. Comprehensiveness of the entire RFP response, particularly as it relates to addressing all points identified and addressed herein under Specifications (0 - 10 pts) : _____
- F. General direction and supervision to be exercised by Vendor over employees to meet district/charter school needs (0 - 10 pts) : _____
- G. The Vendor's past relationship with the Académie Lafayette (0 - 10 pts) : _____

Total proposal score : _____

REFERENCE FORM

List at least three (3) companies or governmental entities (preferably public or charter school districts) where the same or similar services as contained in this specification package were recently provided by Vendor

Company Name: _____

Contact Person: _____ Title: _____

Address: _____ City: _____

State/Zip Code: _____ E-mail _____

Telephone Number: _____ Fax Number: _____

Company Name: _____

Contact Person: _____ Title: _____

Address: _____ City: _____

State/Zip Code: _____ E-mail _____

Telephone Number: _____ Fax Number: _____

Company Name: _____

Contact Person: _____ Title: _____

Address: _____ City: _____

State/Zip Code: _____ E-mail _____

Telephone Number: _____ Fax Number: _____

Security Services for Académie Lafayette

School Year 2026 - 27

Bidder's Certification:

The undersigned authorized representative of the proposing organization indicated below hereby acknowledges:

1. That he/she is authorized to enter into contractual relationships on behalf of the proposing organization indicated below, and
2. That he/she has carefully examined this Bid/Proposal Invitation, the accompanying Bid/Proposal Forms, and all Terms and Conditions associated with this Bid/Proposal Invitation, criteria evaluation worksheet, Scope of Work, and
3. That he/she proposes to supply any products or services submitted under this Proposal Invitation at the prices quoted and in strict compliance with the all Terms and Conditions associated with this Bid/Proposal Invitation, unless any exceptions are noted in writing with this Proposal response, and
4. That if any part of this Bid/Proposal is accepted, he/she will furnish all products or services awarded under this Proposal at the prices quoted and in strict compliance with all Terms and Conditions associated with this Bid/Proposal Invitation, unless any exceptions are noted in writing with this Proposal response, and
5. That the individual, firm and/or any principal of the firm on whose behalf this proposal is submitted is not listed on the Federal Government's "List of Parties Excluded from Federal Procurement and Non-procurement Programs" published by the U. S. General Services Administration (GSA) effective and compliance with the FCC "Red Light Rule" as of the date of opening of this proposal, and agrees to notify the School of any debarment inquiries or proceedings by any federal, state or local governmental entity that exist or may arise between the date of this submission and such time as an award has been made under this procurement action.
6. That the proposing organization in compliance with all federal, state, and local environmental codes, laws, and statutes

Name of Proposing Organization

Date

Address

Signature of Authorized Representative

City, State, Zip

Printed Name of Authorized Representative

Telephone Number of Authorized Representative

Position or Title of Authorized Representative

Fax Number of Authorized Representative

Tax ID No. (Only required for vendors who have not conducted previous business with Académie Lafayette). This is required for a vendor to be set up in Académie Lafayette's vendor database.

COMPLETED & SIGNED FORM MUST BE RETURNED WITH PROPOSAL

SIGNATURE PAGE

Proposals will be received until 10:00 AM on _____ for providing Security Services for the _____ school year with two one-year renewal option.

Sealed proposals, subject to all the instructions to vendors, standard terms and conditions, scope of work, proposal requirements and specifications, weighted criteria evaluation and exhibits attached hereto, will be received in the central office and shall be marked on the envelope "Proposal for Security Services".

In accepting proposals, Académie Lafayette reserves the right to reject any and all proposals in order to take the action that it deems to be in the best interest of the School.

Additional information required to adequately respond to this Request for Proposal may be obtained from the central office at 816-800-8771.

Contracts entered into on a basis of submitted proposals are revocable if contrary to law.

The instructions to vendors, standard terms and conditions, scope of work, proposal requirements and specifications, weighted criteria evaluation and exhibits attached hereto and incorporated by reference for all purposes.

We, as an interested party, agree to the instructions to vendors, standard terms and conditions, scope of work, proposal requirements and specifications, weighted criteria evaluation and exhibits attached hereto and have submitted our proposal. I/we understand that if selected and a contract is awarded the instructions to vendors, standard terms and conditions, scope of work, proposal requirements and specifications, weighted criteria evaluation and exhibits attached hereto will become a part of the contract between the vendor for security services as indicated below Académie Lafayette.

(Note: Failure to sign will disqualify bid.)

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP _____

SIGNATURE _____

TITLE _____

TELEPHONE _____ DATE _____

ANTI-COLLUSION AFFIDAVIT

STATE OF)
) ss.
COUNTY OF)

_____, of lawful age, being first sworn on oath say, that he/she is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official of employees to quantity, quality, or price in the prospective contract, or any other terms of said prospective official concerning exchange of money or other thing of value for special consideration in the letting of contract; that the bidder/contractor had not paid, given or donated, or agreed to pay, give or donate to any officer or employee either directly or indirectly in the procuring of the award of a contact pursuant to this bid.

Signed

Subscribed and sworn before me this _____ day of _____, _____.

Notary Public (or Clerk or Judge)

My commission expires _____

Exhibit B

DEBARMENT AND SUSPENSION CERTIFICATION

This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668, 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies, to the best of his or her knowledge and belief, that both it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction, violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicated for or otherwise criminally or civilly charged by a government entity with commission of any of the offense enumerated in Paragraph (2) of this certification; and,
4. Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.
5. Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification form.

Name of Organization/Firm: _____

Signature of Authorized Representative: _____

Exhibit C

Affidavit of Non-Discriminatory Employment

This company, Contractor, or Subcontractor agrees to refrain from discrimination in terms and conditions of employment on the basis of race, color, religion, sex, or national origin, and agrees to take affirmative action as required by Federal Statutes and rules and regulations issued pursuant thereto in order to maintain and insure non-discriminatory employment practices.

_____ Signature

_____ Printed Name & Title

SECURITY SERVICES FOR 2026 - 27 SCHOOL YEAR

Proposal Overview

RFP # 2026 - 001 - Académie Lafayette

Legal Name of Business:

Type of Business and types of products or services provided:

Contact Person:

Title:

Address:

City:

State/Zip Code:

E-mail:

Telephone Number:

Fax Number:

Pricing:

a) Please specify the **hourly cost** for a security guard: \$.....

Security Services with Additional Fee

b) If the campus requests security guard on the weekend, hourly cost: \$.....

Special Conditions/Terms:

Any additional services requested, requires a quote from the vendor first. Before any work can start an approved Purchase Order from Académie Lafayette must be presented to the vendor. Any unauthorized work performed without an approved Purchase Order, may result in non-payment for said work.

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