

## The Scope of Works for Public Schools Manned Security Services

Manned Uniformed Security Services.

Public Schools Manned Security Services for four (4) public schools located in Bermuda, security service requirements consist of the following:

The security services are intended to provide a safe and secure environment for all school occupants at the following locations during the hours stated.

### Whitney Institute Middle School

- 3 Security Officers (male/female)
- First shift 8:30 a.m. - 3:00 p.m.
- Second shift 9:00 a.m. - 4:00 p.m.
- Third shift 11:00 a.m. - 4:00 p.m.

### Success Academy Robert's Avenue

- 1 Security Officer (male)
- 8:30 a.m. - 3:00 p.m.

### Dellwood Middle School

- 3 Security Officers (male/female)
- First shift 8:30 a.m. - 2:30 p.m.
- Second shift 9:00 a.m. - 3:30 p.m.
- Third shift 11:00 a.m. - 4:00 p.m.

### Sandy's Secondary Middle School

- 3 Security Officers (male/female)
- First shift 8:30 a.m. - 2:30 p.m.
- Second shift 9:00 a.m. - 3:30 p.m.
- Third shift 11:00 a.m.- 4:00 p.m.

According to policies and procedures, the successful security service provider will implement the Department of Education security objectives, including adhering to all safety & health protocols mandated by the Department of Health, but not limited to the following general task.

1. Entry and egress access control
2. Roving patrols of interior and exterior of the building
3. Visitors to schools identification verification
4. Incident and daily operating reports
5. Monitoring and responding to building intrusion detection systems
6. Monitoring alarms and fire detection equipment
7. Responding as necessary to support other life safety duties as identified in post orders and standard operating procedures

The Contract will be for two years with the option to extend for one additional year. The Contract anticipated commencement date is December 2023.

In providing Manned Security Services, security personnel shall carry out the following duties and obligations:

- a. Security personnel shall have the main responsibilities of observation and reporting.
- b. Security personnel shall protect the manned premises against fire, theft, vandalism, and illegal entry.
- c. Security personnel shall protect and control entry to the school site.
- d. Security personnel shall observe from a distance while on patrol.
- e. Security personnel shall check windows and doors while on patrol.
- f. Security personnel shall maintain awareness of unauthorized individuals in any area of the manned premises.
- g. Security personnel shall communicate with team members when patrolling on foot or in the building.
- h. Security personnel shall search the school area thoroughly as required for the investigation of unusual activity.
- i. Security personnel shall respond to any potential problem and report to the proper authority: police, fire department, building office, the client, etc.
- j. Security personnel shall file written reports and ensure the appropriate action has been taken to correct a situation.
- k. Security personnel shall receive / sign in visitors and give information and directions or act as a guide / escorts to authorized visitors.
- l. Security personnel shall monitor student behavior and enforce school rules related to student conduct, vehicle operation and parking.
- m. Security personnel shall attempt to resolve conflicts or confrontations between students and report any such disturbances to the Principal or Deputy Principal.
- n. Security personnel shall control traffic and parking at the manned premises.
- o. Security personnel shall assist law enforcement as needed, including notification of the Police, Fire Department or other appropriate authority of any situation requiring immediate attention.
- p. Security personnel shall report all conduct of concern to the Principal or Deputy Principal.
- q. Security personnel shall inspect all washrooms periodically each day.
- r. Security personnel shall conduct surveillance of all instructional buildings, with particular emphasis on building exterior, patrol of all school gates, policing with careful vigilance the areas closest to the school buildings, and monitoring the buildings for unlawful entry.
- s. Security personnel shall stop students at lunch times from leaving the manned premises, reporting any matters of concern to the Principal or Deputy Principal.
- t. Security personnel shall check with students to see that they carry the proper card/note with permission to leave the school premises as required by school rules and procedures.
- u. Security personnel shall write regular reports of routine activities, major incidents of security and/or safety violations.
- v. Security personnel shall monitor inappropriate behavior such as fight, and shall report such incidences to the Principal or Deputy Principal.
- w. Security personnel shall monitor any suspicious activity, drug related or otherwise, by visitors and/or school personnel, and shall report such incidences to the Principal or Deputy Principal.
- x. Security personnel shall monitor the field for any evidence of illegal or questionable activity such as lost and found items, drug paraphernalia, condoms, weapons etc., reporting any findings to the Principal or Deputy Principal.
- y. Security personnel shall assist with crowd control at large gatherings, and shall provide security for special occasions such as Halloween, Christmas parties, school sports, etc.
- z. Security personnel shall warn, then report trespassers and/or vagrants to the Principal or Deputy Principal.