

PORTLAND PUBLIC SCHOOLS

June 16, 2017

REQUEST FOR PROPOSALS SCHOOL CROSSING GUARD SERVICES

I) INTENT

Portland Public Schools (PPS) is soliciting proposals from qualified companies to provide school crossing guard services as outlined in this Request for Proposals (RFP).

II) PROPOSAL DUE DATE

Proposals will be accepted until **3:00 pm on June 30, 2017** in the Finance Department, Purchasing Office, Portland Public Schools, 353 Cumberland Ave., Portland, Maine, 04101 and should be mailed to the attention of Alicia Gardiner, Finance Department. Please include “Request for Proposal – School Crossing Guards” on your proposal envelope.

III) GENERAL INFORMATION

PPS is seeking proposals from qualified school crossing guard service providers. The contract for services shall include the recruitment, hiring, training, supervision, coordination, and management of all elementary school crossing guards. The selected contractor shall be responsible for providing all school crossing guards with appropriate uniforms and equipment as specified in the Scope of Services, below. The selected contractor must be able to guarantee the provision of crossing guard services at all the times and all the locations indicated in Attachment A for all days that school is in session.

The contract for services shall be for a three-year period starting in the Fall of 2017 and ending in the Summer of 2020, with an option to renew for additional contract periods based on mutually agreed upon performance and renewal rates. The contract for services shall be a fixed-price-per-day-of-services contract. Pricing and fees for all three years of the initial contract period must be included in the proposal.

Note: The City of Portland currently employs school crossing guards at all crossing locations that are the subject of this RFP. Any provider selected by PPS pursuant to this RFP must give preferential hiring consideration to these City employees. The City employees' current rates of pay are listed in Attachment D. Please contact John Peverada (jbp@portlandmaine.gov) to obtain resumes and/or contact information for any City-employed crossing guards who have expressed an interest in being considered for ongoing crossing guard employment.

PPS reserves the right to select, negotiate and subsequently award the contract for services to a qualified provider that submits a proposal which, in the sole judgment of PPS, best meets the needs, quality of services, and budget constraints of PPS.

IV) SCOPE OF SERVICES

This section describes the requirements for professional school crossing guard services.

Program Administration: The selected crossing guard service provider (the “Contractor”) shall designate a program manager to ensure competent and efficient management of the PPS crossing guard program. The program manager will be the main point of contact and will be responsible for all daily communications between the Contractor and PPS. As such, the program manager must be reachable by PPS during and after business hours. The designated program manager must be identified and his/her after-hours cell phone number must be provided to PPS at least 30 days before the designation. The program manager will have direct responsibility for:

1. Hiring, firing, and supervision of all guards.
2. Compliance with all applicable federal, state and local laws, codes, ordinances, regulations, orders and decrees, including all applicable state laws regarding security checks for employees working with school children.
3. Compensation, including payroll, for all guards.
4. Scheduling and conducting training for all guards.
5. Providing and certifying that all guards have successfully completed all required training.
6. Providing all required uniforms and equipment for guards and verifying compliance for their proper use.
7. Ensuring that crossing guard services are provided at all the times and all the locations identified in Attachment A for all days that school is in session.
8. Serving as the Contractor’s liaison to Portland Public Schools.
9. Responding effectively to all complaints.

A. Duties: The Contractor shall monitor, supervise, and ensure the safety of elementary school children who utilize intersections and crosswalks while moving to and from school zones. Duties of crossing guards are as follows:

1. Comply with the crossing supervision provisions of the U.S. Department of Transportation Manual on Uniform Traffic Control Devices (MUTCD), 2009 Edition, Chapter 7D, including:
 - In the control of traffic, crossing guards shall pick opportune times to create a sufficient gap in the traffic flow. At these times, they shall stand in the roadway to indicate that pedestrians are about to use or are using the crosswalk, and that all vehicular traffic must stop.
 - Crossing guards shall use a STOP paddle. The STOP paddle shall be the primary hand-signaling device.
2. Maintain order among children assembled at street crossing points and permit them to cross only when they can do so safely.
3. Report to the Portland Police Department the license plate numbers of motor vehicles who

violate traffic laws or crossing guard instructions.

4. Make children aware of the elements of traffic safety and operation of pedestrian controls.
5. Report to school authorities the names of children who do not follow safety regulations.
6. Wear a reflective traffic safety vest and photo ID badge at all times when on duty as part of uniform.

B. Crossing Guard Minimum Qualifications: The Contractor shall perform, and shall ensure that all employees and subcontractors perform, all work to the highest professional standards. Minimum qualifications for crossing guards are as follows:

1. Must be at least twenty-one (21) years of age.
2. Must be physically and mentally capable of performing duties of a crossing guard.
3. Must have the ability to give and follow oral instructions.
4. Must have the ability to establish and maintain effective working relationships with children, parents, school officials, and law enforcement officials.
5. Must have the ability to remain calm and use judgment and initiative in an emergency.
6. Must have satisfied all laws relating to persons regularly employed in a school in a position that does not require certification or authorization, including section 13024 of Title 20-A of the Maine Revised Statutes and all applicable Maine Department of Education rules. Before the start of employment, the Contractor shall submit to PPS copies of the crossing guards' Criminal History Record Check (CHRC) approvals and/or renewals, or evidence of fingerprint and CHRC application submission to the Maine Department of Education pending approval. The Contractor shall require each applicant for a crossing guard position to disclose any arrests on criminal charges, convictions, or employment terminations on his or her application, and the Contractor shall forthwith submit to PPS any such disclosures.

C. Guarantee of Coverage: The Contractor must guarantee crossing guard coverage at all designated locations during all required time periods each day school is in session. The Contractor must maintain adequate reserve personnel to be able to furnish substitute crossing guards in the event that any person fails to report to work.

If the Contractor does not provide a crossing guard in a timely fashion and PPS is obliged to staff that position, the Contractor will be responsible for the costs to PPS of covering any unfilled post in accordance with existing PPS staff cost recovery procedures (available from PPS upon request), in addition to any penalties outlined in this RFP.

D. Start and End Times: All crossing guards are required to be at their assigned post according to the schedule in Attachment A.

E. Payment, School Cancellations: The Contractor agrees to invoice PPS at the fixed per-day cost for each day of crossing guard services provided.

In the event that school is canceled due to an unscheduled school closing (e.g., snow days, emergencies), crossing guard services will not be provided, and no payment for any such unscheduled school closing days will be rendered. The Contractor agrees to invoice PPS for only those days, or portions of days, when crossing guard services are provided. The Contractor further agrees to equitably prorate any cost-per-day charges if partial crossing guard services are provided due to the unscheduled closure of one or more, but fewer than all, schools.

As set forth under "Program Administration," above, the Contractor's program manager must be able to be reached to receive notification of any cancellation on or after 6:00 am. PPS will provide a minimum of one and a half (1 ½) hours' notice to the Contractor of any unscheduled school closings.

F. Penalties: PPS reserves the right to impose a penalty against the Contractor whenever the Contractor fails to place a crossing guard at any location and/or any time slot listed in Attachment A. The penalty shall not exceed fifty dollars (\$50.00) for each such failure.

G. Uniforms: The Contractor agrees to provide to each crossing guard a uniform at no additional cost to PPS, and further agrees to require that each crossing guard wear said uniform while on duty. The uniform must, at a minimum, be composed of the following items:

1. One yellow raincoat.
2. One high-visibility retroreflective safety vest that meets standards for conspicuity, as set forth in Parts 7D.04 and 6E.02 of the MUTCD.
3. Photo ID badge.
4. One hand-held STOP paddle that meets the requirements in Part 7D.05 of the MUTCD.

The Contractor agrees to maintain all components of the uniform in good condition. The Contractor shall allow PPS to pre-approve any and all components of the uniform.

H. Number of Guards: The Contractor shall be responsible for providing twenty-eight (28) crossing guards for the duration of the contract. Additional guards may be added upon mutual agreement of the parties if PPS determines that there is a need for additional guards during the contract term, and the contract price will be adjusted upon mutual agreement of the parties. PPS reserves the right to change the locations and/or the number of hours to be worked at each location set forth in Attachment A.

I. School Calendar: PPS shall provide the Contractor with a school calendar, which will include early dismissal dates, at the beginning of each school year. The Contractor agrees to equitably prorate the cost-per-day charges for early dismissal days.

J. Other Schedule Modifications: The Contractor is required to staff the crossing guard positions at all stated times before and after school on all days identified in the school calendar, as well as any time the schools modify their schedules and PPS provides at least 24 hours advance notice of such schedule modifications to the Contractor. .

K. Training of Personnel:

1. The Contractor will provide recognized crossing guard training prior to assignments for all crossing guards from qualified vendors such as "Safe Routes" or an equivalent pre-approved by PPS. The training must cover handling traffic; crossing children safely; appearance; emergency conditions (including injuries and motor vehicle accidents); legal powers, limitations and duties; and requirements and courtesies involved in dealing with children, motorists, and the general public. Such training shall also include instruction about good behavior, proper wearing of the uniform, and an orientation.
2. The Contractor will provide all crossing guards with on-the-job training to be conducted at the assigned locations, with instruction adequate to provide the assigned crossing guard an understanding of the duties and characteristics that may be unique to the location. Additional on-the-job training is to be provided whenever a change of any type affects the job duties at a particular crossing.
3. Clerical and supervisory personnel of the Contractor may not function as crossing guards without classroom and on-the-job training detailed above.
4. The Contractor shall establish written operating regulations and general orders (handbook) governing the conduct and procedures of crossing guards, and shall inform and train the crossing guards as to said regulations and orders.
5. The Contractor shall provide a refresher-training course for all crossing guards no sooner than thirty (30) days before the beginning of each school year.

L. Hiring and Removal of Crossing Guards: The Contractor must provide PPS with the names and qualifications of all crossing guards, employees, and subcontractors that the Contractor intends to use to perform any work under this scope of services prior to the commencement of any services. PPS will reserve the right to request the removal of any such persons from providing services under the contract for services for any reason PPS deems appropriate, and the Contractor will agree to remove them forthwith. PPS reserves the right to consult in the hiring of any crossing guard. The Contractor agrees to make the PPS aware of any crossing guard insubordination issues.

M. Public Complaints: The Contractor shall investigate all public complaints concerning crossing guard services. In the event of a complaint, the Contractor shall contact PPS within two (2) hours of receipt of the complaint to advise PPS of the nature of the complaint and the recommended course of action/remedy/resolution of said complaint. The Contractor shall furnish a written report of the incident to PPS within five (5) business days after the occurrence.

N. Insurance Requirements:

1. The Contractor will carry adequate insurance coverage, but no less than the minimum coverages set forth below. A certificate of insurance and endorsement will be required upon notification of award.
2. It is hereby agreed and understood that the insurance required herein is primary coverage and that any insurance maintained by PPS, its officers, council, members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be maintained in full force prior to commencing work and remain in force throughout the contract term.

3. Minimum coverages:

<u>Type of Coverage</u>	<u>Minimum Limit</u>
Workers Compensation	Statutory – as required by State Statute
General Commercial Liability Bodily Injury & property damage	\$1,000,000/ Per occurrence \$2,000,000/General Aggregate Operations
Automotive Liability Bodily Injury & Property Damage – Owned, Non-owned And/or Hired Uninsured Motorists	\$1,000,000 Combined Single Limit All Autos
Excess/Umbrella Liability	\$2,000,000 – Each occurrence

PORTLAND PUBLIC SCHOOLS, AND ITS EMPLOYEES, BOARD OF EDUCATION MEMBERS, AND ITS INTERESTS MAY APPEAR, SHALL BE NAMED AS AN ADDITIONAL INSURED FOR THE ABOVE POLICIES, AND BE AFFORDED A THIRTY (30) DAY WRITTEN NOTICE CANCELLATION OR NON-RENEWAL. DISCLOSURE MUST BE MADE OF ANY NON-STANDARD OR RESTRICTIVE ADDITIONAL INSURED ENDORSEMENT, AND ANY USE OF NON-STANDARD OR RESTRICTIVE ADDITIONAL INSURED ENDORSEMENT WILL NOT BE ACCEPTABLE. A CERTIFICATE INDICATING THE ABOVE COVERAGES SHALL BE SUBMITTED FOR REVIEW AND APPROVAL BY PORTLAND PUBLIC SCHOOLS.

O. Reports: The Contractor shall provide the following reports to PPS in the frequencies specified:

1. Master Crossing Guard List: This report shall include all crossing guards and their assigned posts, back-up guards and supervisors assigned to the contract. This report is to be provided at commencement of the school year and updated periodically as changes occur. This report shall be via electronic mail to the PPS Crossing Guard Administrator in Microsoft Excel format.
2. Student Count Report: A “student count report” may be conducted, upon request of the PPS Crossing Guard Administrator. This report will contain the following information: Guard name, location and the number of students crossed A.M. and P.M. This report, when requested, shall be emailed to the PPS Crossing Guard Administrator.
3. Summary Complaint Report: Contractor shall have an established procedure for handling, responding to, and documenting actions regarding all complaints received. A report of all complaints shall be provided to the PPS Crossing Guard Administrator. This report shall include the following minimum information: Date of complaint, post location, guard identification, type of complaint, action taken, total number of complaints for the reporting period. This report shall be sent via electronic mail in Microsoft Excel format.

P. Contractor/Portland Public Schools Meetings: PPS may request periodic meetings with the Contractor to review performance, address specific issues, etc. The Contractor agrees to attend these meetings, at no charge to PPS, as deemed necessary by PPS during the contract term. Additionally, PPS may request the Contractor to attend occasional meetings involving the school principals, parents, and similar entities regarding contract and/or safety-related issues. The Contractor agrees to do so at no charge to PPS.

Q. Contract Termination:

1. PPS shall have the right to terminate the contract, or part thereof, in the event that previous unknown circumstances arise in which the contract is not deemed to be in the best interest of PPS or the public, or in the event that the Contractor is not adequately complying with the specifications, fails to supply properly trained/skilled personnel, unnecessarily or willfully delays the performance or completion of the work, refuses to proceed with the work as directed by PPS, or abandons the work.
2. In addition, PPS may terminate the contract for any reason by providing seven (7) days' written notice to the Contractor.

R. Indemnity; Hold Harmless: The Contractor shall indemnify and hold harmless PPS and its officers, employees and agents from all claims, demands, payments, suits, actions, recoveries and judgments by reason of an act or omission of the Contractor, its officers, agents or employees in the performance of the services under this RFP.

S. Contract Term: The contract will have a three (3) year term, with an option to renew for additional contract periods based on mutually agreed upon performance and renewal rates.

V) RFP SUBMISSION REQUIREMENTS

A. Minimum Requirements: Describe, in detail, how your company will address each of these requirements set forth in the Scope of Services pertaining to (1) Program Administration, (2) Part A. Duties, (3) Part B. Crossing Guard Minimum Qualifications, (4) Part C. Guarantee of Coverage, (5) Part G. Uniforms, (6) Part K. Training, and (7) Part O. Insurance Requirements.

B. Cost Proposal: Complete the Cost Proposal Form as provided in Attachment B. Two signed copies of the Cost Proposal Form shall be submitted in a separate, sealed envelope marked "Cost Proposal" in conjunction with the proposal response.

C. Company Qualifications and Experience: Provide an overview and history of the company, including the length of time it has been providing crossing guard services and the key project personnel qualifications. Include information about your company in sufficient detail for PPS to evaluate your stability and ability to support the commitments set forth in the Scope of Work. At a minimum:

1. List the company's complete legal name, full address closest to Portland, Maine, headquarter location and, if applicable, all satellite offices.
2. List the main location/address of the office to be serving PPS. Include the complete address, hours of operation, number of employees in the office location, and availability of staff after normal working hours.
3. List the contact person for this RFP, including name, title, email, and phone.
4. Identify the number of years the company has been in business, and the total number of current employees.
5. Describe the liability insurance coverage carried by your company, and provide supporting certificates of insurance.

6. Provide a statement of assurance that your company is not presently in violation of any statutes or rules that might have an impact on your company's operations. Describe any controversies and/or lawsuits in which your company is or has been involved during the past five (5) years.
7. Project staffing – Identify the person to be designated as the project manager. Include a listing, with qualifications, of personnel who have had experience in supervising school crossing guards, and other employees shall be associated with this service. Provide resumes of key personnel involved with this service. For the project manager, include relevant information regarding the recent management of similar programs.

Note: PPS expects that the project manager shall be available by telephone on all occasions for discussion with PPS staff, and to be locally available for meetings in person upon 24-hour written or telephone notice.

8. City employees—State whether you will give preferential hiring consideration to any City-employed crossing guards who have expressed an interest in being considered for ongoing crossing guard employment.
9. Submit an organizational chart showing the name of the project manager and other key personnel, and all staff assigned to the project.
10. Submit a plan to ensure all positions are properly staffed at the locations and during the times identified in Attachment A. The plan must include an explanation of the staffing protocol for substitute Crossing Guards, should an assigned Crossing Guard fail to report for duty. PPS reserves the right to approve the final staffing plan.

D. References: Complete Attachment C. List at least three (3) references. References should be current customers utilizing services similar to those requested. Maine municipalities and/or school districts are preferred.

E. Number of Copies: Provide one (1) original and four (4) copies of your proposal response.

F. Validity: Proposal must remain valid for ninety (90) days from the date PPS receives the proposal.

G. Mailing Address: Mail or deliver your proposal to the attention of **Alicia Gardiner** at:

**Finance Department, Purchasing Office
PORTLAND PUBLIC SCHOOLS
353 Cumberland Avenue
Portland, Maine 04101**

Please include "**Request for Proposals—School Crossing Guards**" on your proposal envelope.

VI) RFP SCHEDULE

Issue request for Proposals	Date: June 16, 2017
Deadline for Submission of Inquiries	Date: June 23, 2017
Proposals Due (3:00 PM EST)	Date: June 30, 2017
Review of Proposals & Committee Recommendation	Date: July 5, 2017
Award by Superintendent (estimate)	Date: July 7, 2017

VII) INQUIRIES

Questions and correspondence regarding the RFP shall be emailed to PPS at the emails noted below, prior to June 23, 2017. All questions, answers, and clarifications will be provided to all respondents who register as an interested party relative to this RFP.

To ensure you receive all information, please REGISTER with Portland Public Schools by emailing the following individuals:

Alicia Gardiner, Executive Director Budget & Finance	gardia@portlandschools.org
Fred Barlow, Director of Transportation	barlof@portlandschools.org
Michele Frank, Executive Assistant, Operations	frankm@portlandschools.org

VIII) EVALUATION and AWARD CRITERIA

The PPS Evaluation Committee shall evaluate and score each proposal submitted in response to this RFP on the basis of the following criteria:

- 1. Experience and Qualifications of the Respondent (maximum 50 points):** Consideration will be given to respondents demonstrating strong capabilities, experience and reputation in undertakings similar to those described in this RFP.
- 2. Quality of Proposal/Interview and Proposal Completion (maximum 10 points):** Proposal responses will be evaluated on completeness, clarity/accuracy of the information requested, and proposal presentation.
- 3. Financial Terms (maximum 40 points):** Consideration will be given to proposals that present the most cost-effective terms to PPS over the term of the contract.

Interviews, Presentations: Respondents may be asked to make a presentation of their qualifications to the evaluation committee. PPS may interview the top ranked respondent or respondents, at PPS choice. If interviews are conducted, rankings of firms shall be determined by PPS, using the combined results of interviews and proposal submittals. Respondents invited to interview are to bring the assigned project manager that has been named in the proposal, and may bring other key personnel named in the proposal.

Professional References: PPS may contact one or more professional references that have been provided by the respondent, or other sources that may not have been named by the respondent but may assist PPS in evaluating performance

IX) MISCELLANEOUS

1. PPS reserves the right to reject any or all proposals or to accept any proposal deemed to be in the best interest of PPS.
2. Changes to this RFP shall be made by written addendum only.
3. There is no expressed or implied obligation for PPS to reimburse respondents for any expenses incurred in preparing proposals in response to this RFP.
4. Proposals submitted are considered public information in accordance with Maine statutes governing data practices.
5. PPS reserves the right to negotiate additional terms and conditions are not inconsistent with this RFP with the successful respondent.
6. PPS reserves the right to award the contract generated from this RFP to the respondent who presents, in the sole judgment of PPS, a proposal that best meets the requirements listed herein.
7. PPS reserves the right to reject any or all proposals.
8. Proposals will only be accepted from thoroughly competent, experienced and financially qualified individuals or entities as determined solely by PPS. Respondents are responsible for submission of accurate, adequate and clear descriptions of the information requested. Omissions, vagueness or inaccurate descriptions or responses shall not be interpreted in favor of the respondent and may be grounds for proposal rejection. PPS, however, reserves the right to waive any minor deviation in proposal responses received.
9. This document is not an offer to contract but is an RFP as defined herein. Neither the issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by PPS will commit PPS to award a contract to any respondent, even if all of the requirements in the RFP are met. PPS may modify these requirements in whole or in part and/or seek additional respondents to submit proposals. Only the execution of a written contract will obligate PPS in accordance with the terms and conditions contained in such contract.
10. Submission of a proposal indicates acceptance by the respondent of the terms and conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in any contract between PPS and the Contractor.

ATTACHMENT A

SCHOOL CROSSING GUARD LOCATION SHEET CROSSING LOCATION

Estimated number of school days is 178 days

Sequence	Post School	Location	Times
1	East End School(1)	North & Walnut	7:30-8:20; 2:45-3:30
2	East End School(2)	Cumberland Ave. & North St.	7:30-8:20; 2:45-3:30
3	Hall (1)	Brighton Ave. & Warwick St.	8:15-9:00; 3:30-4:15
4	Longfellow (1)	Stevens Ave. & Woodford	7:45-8:30; 2:45-3:30
5	Longfellow (2)	Pleasant Ave. & Leland St.	7:45-8:30; 2:45-3:30
6	Longfellow (3)	Stevens Ave. & Concord St.	7:45-8:30; 2:45-3:30
7A	Lyseth (1)	Auburn St. @ Lyseth (1)	7:15-9:00; 2:15-4:15
7B	Lyseth (2)	Auburn St. @ Lyseth (2)	7:15-9:00; 2:15-4:15
8	Lyseth (3)	Sumac & Summit St.	8:15-9:00; 3:30-4:15
9	Lyseth (4)	Allen @ Virginia & Bramblewood	8:15-9:00; 3:30-4:15
10	Ocean Ave. (1)	Ocean Ave. @ Entrance	7:45-8:30; 3:00-3:45
11	Ocean Ave. (2)	Walton St. @ Ocean Ave.	7:45-8:30; 3:00-3:45
12	Ocean Ave. (3)	Walton St.. Entrance	7:45-8:30; 3:00-3:45
13	Presumpscot (1)	Presumpscot St. & Washington	7:45-8:30; 3:00-3:45
14	Presumpscot (2)	Sherwood St. & Presumpscot St.	7:45-8:30; 3:00-3:45
15	Reiche (1)	State St. & Pine St.	8:15-9:00; 3:30-4:15
16	Reiche (2)	State St. & Cumberland Ave.	8:15-9:00; 3:30-4:15
17	Reiche (3)	State St. & Congress St.	8:15-9:00; 3:30-4:15
18	Reiche (4)	Pine St. & Brackett St.	8:15-9:00; 3:30-4:15
19	Reiche (5)	Congress St. & Bramhall St.	8:15-9:00; 3:30-4:15
20	Reiche (6)	Congress St. & Mellen St.	8:15-9:00; 3:30-4:15
21	Reiche (7)	Spring St. & State St.	8:15-9:00; 3:30-4:15
22	Reiche (8)	Danforth St. & Brackett	8:15-9:00; 3:30-4:15
23	Reiche (9)	Spring St. & Clark St.	8:15-9:00; 3:30-4:15
24	Reiche (10)	Spring St. & Brackett St.	8:15-9:00; 3:30-4:15
25	Reiche (11)	Clark St. & Pine St.	8:15-9:00; 3:30-4:15
26	Reiche (12)	Danforth St. & Clark St.	8:15-9:00; 3:30-4:15
27	Riverton	Forest Ave. & Newton St.	7:45-8:30; 2:45-3:30

ATTACHMENT B

COST PROPOSAL

1st Year

PROPOSAL: Cost per Day _____ Cost for 178 Days _____

2nd Year

PROPOSAL: Cost per Day _____ Cost for 178 Days _____

3rd Year

PROPOSAL: Cost per Day _____ Cost for 178 Days _____

By submission of this proposal, the respondent, and each person signing on behalf of the respondent, and in the case of a joint bid, each party thereto as to its own organization, under penalty of perjury, certifies to the best of its knowledge and belief:

A. The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other respondent or any competitor; and

B. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the respondent prior to the opening, directly or indirectly, to any other respondent or to any competitor; and

C. No attempt has been made or will be made by the respondent to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

The respondent certifies that this proposal is made without any connection with any other person making a proposal for the same purpose, and is in all respects fair and without collusion or fraud, and that no elected official or other officer or employee or person whose salary is payable in whole or in part from the Portland Public Schools treasury is directly or indirectly interested therein, or in any portion of the profits thereof.

As an authorized representative of the identified company, I accept all the terms and conditions identified in this Request for Proposals.

Company Name and Address:

Signature

Date

Name and Title

Phone Number

ATTACHMENT C

REFERENCES

Name: _____

Street: _____

City, State, Zip Code: _____

Telephone No: _____

FAX No: _____

Length of Service: From: _____ to _____

Describe Services: _____

Name: _____

Street: _____

City, State, Zip Code: _____

Telephone No: _____

FAX No: _____

Length of Service: From: _____ to _____

Describe Services: _____

Name: _____

Street: _____

City, State, Zip Code: _____

Telephone No: _____

FAX No: _____

Length of Service: From: _____ to _____

Describe Services: _____

ATTACHMENT D

CITY CROSSING GUARDS—CURRENT RATES OF PAY

Sequence	Post School	Location	Times	Hourly Rate
1	East End School(1)	North & Walnut	7:30- 8:20; 2:45-3:30	\$ 12.50
2	East End School(2)	Cumberland Ave. & North St.	7:30- 8:20; 2:45-3:30	\$ 12.50
3	Hall (1)	Brighton Ave. & Warwick St.	8:15- 9:00; 3:30-4:15	\$ 11.75
4	Longfellow (1)	Stevens Ave. & Woodford	7:45- 8:30; 2:45-3:30	\$ 11.50
5	Longfellow (2)	Pleasant Ave. & Leland St.	7:45- 8:30; 2:45-3:30	\$ 11.50
6	Longfellow (3)	Stevens Ave. & Concord St.	7:45- 8:30; 2:45-3:30	\$ 11.50
7A	Lyseth (1)	Auburn St. @ Lyseth (1)	7:15- 9:00; 2:15-4:15	\$ 11.50
7B	Lyseth (2)	Auburn St. @ Lyseth (2)	7:15- 9:00; 2:15-4:15	\$ 11.50
8	Lyseth (3)	Sumac & Summit St.	8:15- 9:00; 3:30-4:15	\$ 11.50
9	Lyseth (4)	Allen @ Virginia & Bramblewood	8:15- 9:00; 3:30-4:15	\$ 11.50
10	Ocean Ave. (1)	Ocean Ave. @ Entrance	7:45- 8:30; 3:00-3:45	\$ 11.50
11	Ocean Ave. (2)	Walton St. @ Ocean Ave.	7:45- 8:30; 3:00-3:45	\$ 11.50
12	Ocean Ave. (3)	Walton St. Entrance	7:45- 8:30; 3:00-3:45	\$ 11.50
13	Presumpscot (1)	Presumpscot St. & Washington	7:45- 8:30; 3:00-3:45	\$ 11.50
14	Presumpscot (2)	Sherwood St. & Presumpscot St.	7:45- 8:30; 3:00-3:45	\$ 11.50

15	Reiche (1)	State St. & Pine St.	8:15-9:00; 3:30-4:15	\$ 11.00
16	Reiche (2)	State St. & Cumberland Ave.	8:15-9:00; 3:30-4:15	\$ 11.00
17	Reiche (3)	State St. & Congress St.	8:15-9:00; 3:30-4:15	\$ 11.00
18	Reiche (4)	Pine St. & Brackett St.	8:15-9:00; 3:30-4:15	\$ 10.75
19	Reiche (5)	Congress St. & Bramhall St.	8:15-9:00; 3:30-4:15	\$ 10.75
20	Reiche (6)	Congress St. & Mellen St.	8:15-9:00; 3:30-4:15	\$ 10.75
21	Reiche (7)	Spring St. & State St.	8:15-9:00; 3:30-4:15	\$ 10.75
22	Reiche (8)	Danforth St. & Brackett	8:15-9:00; 3:30-4:15	\$ 10.75
23	Reiche (9)	Spring St. & Clark St.	8:15-9:00; 3:30-4:15	\$ 10.75
24	Reiche (10)	Spring St. & Brackett St.	8:15-9:00; 3:30-4:15	\$ 10.50
25	Reiche (11)	Clark St. & Pine St.	8:15-9:00; 3:30-4:15	\$ 10.50
26	Reiche (12)	Danforth St. & Clark St.	8:15-9:00; 3:30-4:15	\$ 10.50
27	Riverton	Forest Ave. & Newton St.	7:45-8:30; 2:45-3:30	\$ 10.50