

Request for Proposal

Contracted Security Services

Bid No.: 2026-01 Bid Release Date: March 16, 2026

I. Introduction

Saint Peter's University, "The Jesuit University of New Jersey" is seeking proposals from qualified contractors to provide around the clock security services for our main campus located at 2641 Kennedy Blvd. Jersey City. The University Department of Campus Safety is a hybrid structure with the Administration consisting of a Director, Assistant Director, three Shift Managers and an Operations Manager, all being employed by the University. Contracted security services will work within this hybrid structure and will provide uniformed security officers 24/7/365.

This document is a Request for Proposal (RFP) for the security services described below and does not obligate Saint Peter's University to accept responses from eligible contractors. This RFP establishes minimum requirements a bidder must meet in order to be eligible for consideration, as well as relevant information to be included in the contractor's bid response.

The selection of the successful contractor will be made based upon an evaluation by Saint Peter's University and a determination of the relative ability of each bidder to deliver essential services in a cost-effective manner.

The following specific criteria will be evaluated and must be addressed in the bid proposal:

- a. Company History and Organization
- b. Management Approach
- c. Personnel Selection Process
- d. Development and Retention of Personnel
- e. Cost Proposal and Invoicing
- f. Training Programs
- g. Computer Management Systems
- h. Value Added Features
- i. Insurance
- j. Benefits Program
- k. Employee Recognition Programs
- l. Transition Plan
- m. References

Saint Peter's University is not obligated to accept the lowest bid, and reserves the right to reject any and all bids and/or amend the scope of the project. All of the bidders must be duly licensed to provide security services in New Jersey and must have the ability to provide all of the essential services requested by the University. All Contractors will assure that all officers assigned to the University are duly licensed under the NJ Security Officers Registration Act, P.L. 2004, c.134. (SORA)

Contractor(s) awarded contracts by Saint Peter's University will be required to sign a contract in a form directed by Saint Peter's University, which includes, among other things, the indemnification terms specified in Section IV below. Such contract shall not include any term, provision or language that in any way limits Contractor's liability to Saint Peter's University. Contractor(s) will also be required to provide Saint Peter's University with proof of insurance demonstrating the coverage types and amounts required by Saint Peter's University in Section XIV below. Saint Peter's University reserves the right to modify the indemnification and insurance terms and language described in this RFP at any time without any obligation to bidders or contractor(s).

With regard to this RFP and the procurement process, Saint Peter's University reserves the right to suspend or terminate the procurement process described in this RFP at any time, commence a new procurement process, or exercise any other right without obligation to bidders or contractor(s). Saint Peter's University shall be under no obligation to complete all or any portion of the procurement process described in this RFP.

II. Submission of Proposals

Responses to this RFP are due by 9 a.m. on Monday, April 13, 2026. Late or incomplete submittals will be rejected. All proposals are to be emailed to the RFP manager, Campus Safety Director Scott F. Torre at Storre@saintpeters.edu

Three additional hard copies are to be sealed and mailed to:

Director Scott F. Torre
Department of Campus Safety
2641 Kennedy Blvd.
Jersey City, NJ 07306
Phone: (201) 761-7403
Fax: (201) 761-7401
Storre@saintpeters.edu

Questions in regard to the RFP should be addressed to the above contact.

Contractors are prohibited from contacting other executives, managers, or employees of Saint Peter's University without permission of the manager of the RFP process.

III. Contract Term

The term of the contract shall be a 3-year period unless terminated by either party with or without cause upon thirty (30) days written notice. This contract will commence on July 1, 2026 and will renew on this anniversary date, July 1, 2029.

IV. Indemnification

The contract awarded will provide the following indemnification terms, which Saint Peter's University may later amend at its sole discretion. To the fullest extent permitted by law, Contractor agrees that it will indemnify, defend, hold harmless and save Saint Peter's University and its trustees, officers, directors, employees and agents (collectively, the "Indemnitees") against any and all claims, losses, liabilities or cost including reasonable attorneys' fees, whether by reason of personal injury, death, or property damage or otherwise, arising out of or connected with services provided under this contract; caused by (i) Contractor's use or misuse of the Authorized Area; (ii) Contractor's unauthorized use or misuse of the Saint Peter's equipment or property; (iii) the negligence of the Contractor, any employee, invitee, agent of Contractor or vendor hired by or on behalf of Contractor. (iv) Contractor's breach of any term of this Agreement; or (v) any breach or alleged breach of any warranty or representation made by the Contractor or obligation undertaken by Contractor under the contract provided, however, that such indemnification shall not extend to any cost, expenses, claims, liabilities, losses or damages resulting from or arising out of the sole negligence or intentional acts of the Indemnitees. Contractor's indemnity of Saint Peter's University at law, in equity or pursuant to this contract. The obligations of Contractor set forth in this section shall survive the expiration or termination of the contract.

V. Scope of Services

This project includes approximately 1,600 hours of contracted unarmed uniformed security services per week at Saint Peter's University campus in Jersey City, NJ. The number of hours is a projection and is subject to change by the University.

These officers will provide protection and enforcement at this 30-acre ungated urban campus for the approximately 3,600 students, staff and visitors to campus. This includes 24 hour a day protection of 24 university buildings with approximately 1 million square feet of space, one chapel, and four (4) residence halls which house approximately 600 students. Campus Safety also provides continuous shuttle service with the drivers employed by our contracted security vendor.

Officers will be required to perform essential duties including, but not limited to:

- a. Entry and egress access control
- b. Roving patrols of interiors and exteriors of all university buildings and properties through walking, bicycle, and motorized patrols.
- c. Student and Employee identification verification

- d. Completion of incident and daily operating reports
- e. Monitoring and responding to building intrusion systems, alarms and fire detection systems to support lifesaving duties as identified in post orders and standard operating procedures.
- f. Any other duties at the direction of the Security Supervisor or Campus Safety Administration.
- g. **CCTV Camera Watch and Dispatch.**
- h. Camera Watch and Dispatch are specialized functions that require specialized training to be provided by Campus Safety Trainers.
- h. Shuttle Services are provided by Campus Safety on a continuous basis. Drivers provided by the security contractor, must have a clean driving history and be able to operate our fleet of 14 passenger shuttles.
- i Training and evaluation of eligible drivers will be provided by campus safety
- j. Special details such as sporting events, concerts, commencement and other university events will be scheduled by the Campus Safety Operations Manager
- k. Parking lot management and enforcement of violations of university parking policies
- l. All other duties as required or requested by the company or Saint Peter's Campus Safety Administration

VI Contractor Responsibilities:

- a. Contractor will ensure hiring, training, and management of motivated and professional employees that will meet or exceed standards set by the contractor and the Saint Peter's Department of Campus Safety.
- b. Provide documentation of SORA Certification for all officers
- c. All prospective hires shall be interviewed by Campus Safety Administration which reserves the right of first refusal on all new hires.
- d. Contractor will provide training for all officers in site security, patrol techniques, identifying and reporting suspicious activities or behaviors, active shooter/active threat response, risk mitigation, CPR/AED certification, customer service, supervisory training, and other training at the request of the Campus Safety Director.
- e. Contractor will provide each officer with a medical benefits plan at no costs to the officer
- f. Contractor will develop Post Orders for all university posts, enumerating campus safety duties and responsibilities.
- g. Contractor will assure all officers are able to read and understand these post orders, and at a minimum all prospective officers shall be tested during the training period.
- h. Contractor shall provide all seasonal uniforms and weather appropriate protective clothing necessary to support continuous performance of contract requirements as agreed upon by the Director of Campus Safety and his staff, and shall assure daily compliance with the uniform standards set forth.
- i. Formal Uniforms shall be provided to selected officers consisting of blazers, dress shirts, dress slacks and ties.
- j. Contractor will provide management review of this site on a regular basis
- k. Contractor will provide regular supervisory inspections, announced and unannounced

(compliance checks) on all three university shifts.

- l. Within the first three months, contractor will complete a Critical Infrastructure Risk Assessment on all 24 university buildings, to include evaluations of access controls, CCTV coverage/needs, alarms and fire suppression systems, security posts, and patrol grids and/or needs.
- m. Contractor will provide the results of the Risk Assessment in a written report to the Director of Campus Safety including any and all recommendations for improvement and any and all deficiencies observed.
- n. Contractor will be responsible for all incurred overtime and PTO as per agreement currently in place and Jersey City ordinance.
- o. Contractor shall agree to remove from the site, whenever required to do so by the Saint Peter's Department of Campus Safety Administration, any employee considered to be unsatisfactory or undesirable, or in violation of the Campus Safety rules or mission.
- p. Contractor shall administer all cost accounting and billing relative to this contract. Contractor shall respond as necessary to accommodate additional duty hours or assignments at the request of Campus Safety Administration.
- q. Contractor shall supply a marked patrol vehicle to be utilized by the Department of Campus Safety for patrol functions during contract period.

VII Instructions to bidders

Bidders are to address the following subjects in the response using the headings listed below:

- a. Company History and Organization:** Provide a brief company history, mission statement and organizational summary. Explain ownership, and include brief biological information regarding the personnel who would be directly responsible for the management and supervision of this account.
- b. Management Approach:** Describe in detail, how your company will be organized to manage this account. Indicate by title and/or position, the person who will have the overall responsibility for the Saint Peter's University account. Indicate the support staff available to this account manager by function. Bidder must submit an Organization Chart depicting the structure of the local servicing office and regional support.
- c. Personnel Selection Process:** Describe how recruitment and selection of Security Officers will be accomplished. All personnel and Supervisors provided under this RFP must be thoroughly vetted, trained, experienced, and qualified to perform the work to which they are assigned. Bidder shall have a documented employment process, which shall include, application; interview; drug testing; and background check phases. A written description of the bidder's employment process and qualifications is to be included in the response.

VIII. Training, development and retention of personnel:

- a. Describe your succession plan and the manner in which your company will transition onto our campus including a time table and benchmarks.
- b. Describe in detail how your company will develop our officers, supervisors and managers and how the process will be conducted.
- c. Describe in detail how officers transitioning from our current vendor to your company will maintain their longevity and credited years of service in regard to salary, benefits, PTO and Vacation time entitlements.
- c. Describe the methods and initiatives that are designed to promote employee loyalty and retention.

IX. Total Quality Management Program:

- a. Outline your company's administrative controls, plans, and processes to monitor and assure contract compliance in regard to security services.
- b. Detail, quality control methods, contract administration, audits and compliance measures, establishing and evaluating performance standards, corrective actions planning and follow up reporting.

X. Cost Proposal and Invoicing:

Provide billing rates for each of the following:

- a. Security Officer
- b. Dispatcher
- c. Shuttle Driver
- d. Shift Supervisor
- e. Lead Supervisor (Two officers currently serve in this capacity)

Include overtime and holiday policies, and proposed rates of pay for each category.

XI. Training Programs

Describe in detail the training programs in place to support this project. Include the following:

- a. Pre-Assignment Training
- b. Job and Specific Task Training
- c. Formal Continuous Training
- d. Annual Training and Recertification to include basic first aid, CPR and AED certifications for all officers.
- e. Supervisory Development Training (Describe the program that your company uses that leads to a professional credential for supervisors)
- f. Include the name, contact information (including e-mail address) and qualifications of the local or regional trainer(s) utilized by your company.

- g. Describe that manner in which your company identifies training needs and how your company maintains training records. (Paper, computerized records, web based-accessible, etc.)

XII. Computerized Management System(s)

Describe productivity and technology applications utilized to enhance and improve business processes, integration of scheduling, payroll and billing systems, or any other systems utilized to improve operational processes.

XIII. Value Added Features

Indicate any features or programs not covered elsewhere in the response which are offered to enhance your company's ability to effectively manage this project.

XIV. Insurance

The successful bidder shall carry and maintain with respect to work or services performed at Saint Peter's University; insurance written by a responsible insurance company to provide for the following:

- a. **Workers Compensation** (or its equivalent) in compliance with the State or Commonwealth laws, including Employers' Liability with minimum limits of:

- \$1,000,000 Each Accident
- \$1,000,000 Disease – Each Employee
- \$1,000,000 Disease – Policy Limit

Policy must provide a Waiver of Subrogation in favor of Saint Peter's University. et al.

- b. **Commercial General Liability Insurance**, providing coverage for bodily injury and property damage and personal and advertising injury including contractual liability, products, completed operations liability and damage to premises with minimum limits of:

- \$1,000,000 Each Occurrence
- \$3,000,000 General Aggregate
- \$3,000,000 Products / Completed Operations
- If applicable, Products / Completed Operations insurance shall be maintained for a period of three (3) years after the final payment and shall continue to provide coverage to Saint Peter's University on an annual basis during and after the period.

- c. **Automobile Liability Insurance** (including coverage for all owned, non-owned, and hired vehicles) with a combined single limit of \$1,000,000 per accident.

- d. **Umbrella / Excess Liability Insurance** to cover all liability risks mentioned above (Except Workers' Compensation) including defense cost, with a minimum limit of:

- \$5,000,000 Each Occurrence
- \$5,000,000 General Aggregate

Bidders must include a sample Certificate of Insurance including limits with this response

XV. Benefits Program

Describe in detail all benefits offered to the employees. Include health care insurance, prescription drug coverage, life insurance, holiday pay, vacations, PTO and any other benefits offered.

Please include the following:

- a. Medical / Health Care Insurance – Indicate type of coverage, i.e., PPO, POS, HMO including coverage options for the employee such as individual, employee and spouse, and family coverage. Include a breakdown of cost to the employees associated with each of these options.
- b. Prescription plan coverage
- c. Dental (Indicate monthly premium and annual limits).
- d. Vision Care if provided.
- e. Life Insurance (If offered, indicate amount provided at no cost to the employee and any optional coverage available).

XVI. Affiliation with the Service Employees International Union Local #32BJ

Contracted Security Services at Saint Peter’s University are members of SEIU, Local 32BJ. As such, this RFP should be responded to with the knowledge that they work under a Collective Bargaining Agreement

XVII. Transition Plan

Submit a projected Transition Plan for implementation if awarded the contract, to include tasks and time frames. Include a list of all individuals assigned to your transition team with current contact information, telephones and email addresses.

XVIII. References

Provide at least three (3) client references whose facilities are comparable in size, scope, and demographics to Saint Peter’s University. Include company name, address, and contact person and phone number.

On behalf of Saint Peter’s University Department of Campus Safety, we would like to thank you for your interest in providing security services to the University. We will carefully review all responses to this RFP. You will be contacted in writing by April 13th, 2026 to advise if your company has been selected to continue to participate in this process.

Scott F. Torre, Director
Department of Campus Safety