



BRIGHT HORIZON ACADEMY

Learning Today for a Brighter Future

7202 Princess View Dr. San Diego, CA 92120 | Tel: (858) 250-0972 | www.brighthorizonacademy.org

REQUEST FOR QUOTATIONS

Armed Security Guard Services

Issued by: Bright Horizon Academy

Service Location: 7202 Princess View Drive, San Diego, CA 92120

Issue Date: July 19, 2026

Submission Deadline: July 31, 2026, at **5:00 p.m. Pacific Time**

Submission Email: grants@issdweb.com

1. Invitation

Bright Horizon Academy is requesting written quotations from qualified and properly licensed security companies to provide armed security guard services at its campus.

The selected contractor may be paid in whole or in part using grant funds. The contractor must comply with all applicable licensing, insurance, reporting, contracting, and grant-related requirements.

All interested vendors must submit their quotations electronically to:

grants@issdweb.com

Use the following subject line:

RFQ Response – Armed Security Guard Services

Quotations must be received no later than **July 20, 2026, at 5:00 p.m. Pacific Time.**

2. Scope of Services

A. Regular Campus Coverage

The selected contractor will provide:

- Two armed security officers
- Monday through Friday
- 7:30 a.m. to 4:30 p.m.
- Service at Bright Horizon Academy, 7202 Princess View Drive, San Diego, CA 92120
- Anticipated service period beginning as soon as reasonably possible following contract execution and continuing through August 31, 2026

The contractor must ensure continuous coverage during the required service hours, including appropriate coverage during legally required meal and rest periods.

Bright Horizon Academy may extend, reduce, or otherwise modify the service period based on operational needs, available funding, and written agreement with the selected contractor.

B. Security Officer Duties

Assigned security officers will be expected to:

- Maintain a visible and professional security presence.
- Monitor entrances, exits, parking areas, common areas, and other assigned locations.
- Conduct regular foot patrols throughout the property.
- Help deter trespassing, vandalism, theft, unauthorized entry, and other security threats.
- Monitor visitor access and assist with access-control procedures as directed.
- Observe and report suspicious activity, safety hazards, emergencies, and security incidents.
- Respond professionally to disturbances and emergencies.
- Use appropriate de-escalation techniques when circumstances permit.
- Contact law enforcement, fire, emergency medical services, or other authorities when necessary.



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- Complete daily activity reports and incident reports.
- Follow all site-specific post orders and lawful instructions issued by Bright Horizon Academy.
- Maintain professional conduct appropriate for a school environment.

C. After-Hours Patrol Services

Vendors must state whether they can provide random after-hours patrols outside the regular campus coverage schedule.

The quotation should describe:

- Proposed patrol frequency
- Patrol method
- Response procedures
- Reporting method
- Whether vehicle patrols are available
- Monthly, weekly, or per-patrol cost

Bright Horizon Academy reserves the right to include or exclude after-hours patrol services from the final contract.

D. Reporting Requirements

The contractor must provide a reliable written or electronic reporting system that includes:

- Daily activity reports
- Incident reports
- Dates and times of patrol activities
- Documentation of unusual or suspicious activity
- Photographs when appropriate and legally permissible
- Access to reports by authorized Bright Horizon Academy representatives

A particular proprietary reporting platform is not required. Vendors may propose any system that satisfies the functional requirements described above.

E. Body-Worn Cameras

Vendors should indicate whether proposed security officers use body-worn cameras.

The response should describe:

- Applicable body-camera policies
- Compliance with applicable laws
- Footage-retention practices
- Procedures for requesting incident-related footage
- Any additional charges associated with cameras or footage access

Body-worn-camera capability may be considered during evaluation but is not mandatory unless subsequently required by Bright Horizon Academy.

F. Staffing and Supervision

The contractor must:

- Provide reliable and appropriately qualified personnel.
- Maintain adequate supervision of assigned officers.
- Provide replacement personnel when an assigned officer is absent or unavailable.
- Notify Bright Horizon Academy promptly of staffing changes.
- Ensure replacement officers meet the same licensing, qualification, and training requirements.
- Maintain a management or supervisory contact who can be reached during service hours.



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- Describe any 24-hour dispatch or emergency supervisory support offered.

3. Minimum Vendor Qualifications

The vendor must:

- Hold an active California Private Patrol Operator license.
- Be legally authorized to conduct business in California.
- Provide armed security officers who hold all licenses, registrations, firearm permits, and training required by California law.
- Comply with applicable California Bureau of Security and Investigative Services requirements.
- Maintain workers' compensation insurance as required by law.
- Maintain commercial general liability insurance.
- Maintain commercial automobile liability insurance when vehicles are used in performing the services.
- Be capable of providing dependable replacement coverage.
- Conduct appropriate employee screening and training.
- Be eligible to receive grant-funded contracts.
- Not be suspended, debarred, or otherwise excluded from federal contracting.
- Disclose any actual or potential conflict of interest involving Bright Horizon Academy employees, officers, board members, consultants, or representatives.

The selected vendor may be required to provide proof of licensing, permits, insurance, training, employee eligibility, and federal contracting eligibility before contract execution.

4. Pricing Requirements

Each vendor must provide complete and transparent pricing.

The quotation must identify:

1. Regular hourly rate per armed security officer
2. Total hourly cost for two armed security officers
3. Estimated daily cost
4. Estimated weekly cost
5. Estimated monthly cost
6. Total estimated cost through August 31, 2026
7. Overtime rate
8. Holiday rate
9. Minimum shift requirement, if any
10. Supervisor or management fees
11. After-hours patrol cost
12. Reporting-platform fees
13. Body-camera or footage-access fees
14. Dispatch or vehicle charges
15. Equipment, fuel, administrative, or other fees
16. Required deposit, if any
17. Payment terms
18. Contract termination requirements
19. Any proposed price adjustment provisions



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All pricing should include wages, payroll expenses, insurance, supervision, overhead, equipment, training, and all other costs necessary to perform the requested services unless a charge is expressly identified as separate. Quotations containing unspecified, estimated, or open-ended charges may be considered incomplete. Vendors should identify any assumptions used in calculating their total proposed price.

5. Required Response Information

Each vendor response should include:

- Legal company name
- Business address
- Primary contact name
- Telephone number
- Email address
- California Private Patrol Operator license number
- Description of relevant experience
- Description of experience providing security in school, nonprofit, religious, or community settings
- Proposed staffing plan
- Proposed supervision plan
- Ability to meet the anticipated start date
- Description of replacement coverage
- Description of reporting procedures
- Description of after-hours patrol capability
- Description of body-worn-camera capability, if offered
- At least two relevant client references
- Complete pricing response
- Identification of all exceptions or proposed changes to the scope
- Proposed agreement or contract terms
- Confirmation that the quotation will remain valid for at least 30 calendar days

Bright Horizon Academy may request supporting documentation, clarification, references, proof of insurance, licensing records, or a revised final quotation.

6. Evaluation and Selection

Bright Horizon Academy intends to select the responsible and qualified vendor offering the best overall value.

Quotations may be evaluated based on:

- Compliance with the requested scope
- Vendor qualifications and licensing
- Relevant security experience
- Experience in school or comparable environments
- Staffing reliability
- Replacement coverage
- Supervision and management support
- Reporting capabilities
- After-hours patrol capabilities
- Ability to meet the required start date



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- References and past performance
- Contract terms
- Total evaluated cost

The lowest-priced quotation is not automatically guaranteed selection.

Bright Horizon Academy may seek clarification from vendors. When a clarification materially affects the requested scope or pricing basis, Bright Horizon Academy may provide the same information to other participating vendors to preserve a fair and consistent process.

7. Questions

Questions regarding this RFQ must be submitted by email to:

grants@issdweb.com

Use the subject line:

RFQ Question – Armed Security Guard Services

Questions should be submitted as early as possible and no later than:

July 17, 2026, at 5:00 p.m. Pacific Time

Bright Horizon Academy may distribute responses to material questions to all known interested vendors.

Vendors should not rely on verbal instructions or representations that are not confirmed in writing by an authorized Bright Horizon Academy representative.

8. Submission Instructions

Completed quotations must be submitted electronically to:

grants@issdweb.com

Use the subject line:

RFQ Response – Armed Security Guard Services

Submission deadline

July 20, 2026, at 5:00 p.m. Pacific Time

The email submission should include:

- The vendor's complete written quotation
- Pricing details
- Qualifications and licensing information
- References
- Proposed contract terms
- Any requested supporting documentation

Vendors are responsible for ensuring their submission is received before the deadline.

Late submissions may be rejected.

Proposals submitted through Facebook Messenger, text message, telephone, or other informal methods will not be considered formal submissions.

9. Procurement Conditions

Bright Horizon Academy reserves the right to:

- Reject any or all quotations
- Cancel this solicitation
- Amend the scope or schedule



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- Request clarification or additional documentation
- Correct or waive minor administrative irregularities
- Negotiate permitted terms with the selected vendor
- Award all or only part of the requested services
- Reduce or extend the service period
- Decline to make an award when doing so is in the organization's best interest

Submission of a quotation does not guarantee contract award.

Bright Horizon Academy will not reimburse vendors for costs associated with preparing or submitting a quotation.

No vendor is authorized to begin work until a written agreement has been reviewed, approved, and signed by an authorized Bright Horizon Academy representative.

The selected vendor may be required to execute additional grant-related contract provisions or certifications before beginning work.

10. Conflict of Interest

Vendors must disclose any actual, potential, or apparent personal, family, financial, professional, or organizational relationship with any Bright Horizon Academy employee, officer, board member, consultant, or representative involved in this procurement.

Failure to disclose a known conflict may result in rejection of the quotation or termination of a resulting agreement.

11. Public Records and Retention

Bright Horizon Academy may retain all quotations, communications, evaluation records, contracts, invoices, and supporting documentation as part of its official grant and procurement files.

Information submitted may be disclosed to grant administrators, auditors, government agencies, legal counsel, or other authorized reviewers as required by applicable law, grant conditions, or audit requirements.

12. Notice of Intent

This RFQ is intended to obtain comparable quotations from qualified vendors. It is not an offer or guarantee of award.

Bright Horizon Academy will not be bound by any vendor proposal or proposed agreement unless and until a final written contract is signed by an authorized representative of Bright Horizon Academy.

Bright Horizon Academy

7202 Princess View Drive

San Diego, CA 92120

Email: grants@issdweb.com

The corrected ZIP code is **92120**, as confirmed by BHA's official contact page and the California Department of Education directory.