

**CITY OF ANAHEIM**  
**SPECIFICATIONS FOR**  
**CROSSING GUARD SERVICES**  
**(Revised June 3, 2009)**

**I. GENERAL**

The City of Anaheim, Police Department is requesting proposals from qualified firms to provide crossing guard services.

**II. SPECIFICATIONS**

**1. SERVICES TO BE PROVIDED BY CONTRACTOR**

Contractor shall provide approximately 63 Guards at sites selected by ANAHEIM for school crossing guard services.

Contractor shall designate two (2) of the Guards as a Supervisor and provide names, addresses and telephone numbers of ten (10) Alternates during the term of the Agreement. Contractor must provide names, addresses and telephone number of all Guards.

The City of Anaheim will require approximately 66,480 hours for the Contractor to perform school crossing guard services.

**2. ORIENTATION MEETING**

Contractor shall schedule an orientation meeting with ANAHEIM personnel to coordinate the requirements of the Agreement no later than one week prior to the commencement of Contract. Contractor shall contact Traffic Office Administrator, Anaheim Police Department/Traffic Bureau, at (714) 765-1862.

**3. TERM**

It is the intent of the City of Anaheim to enter into a one (1) year Contract term, with options to renew for four (4) one (1) year extensions, for crossing guard service, as specified.

**4. CONTRACTOR'S EMPLOYEES**

Contractor agrees that all individuals employed in this program will be employees of Contractor and Contractor will provide recruitment, hiring, and firing of employees.

Contractor will maintain personnel records on all employees and conduct background investigations on each individual to ensure the person is fit to serve as a Crossing Guard.

Pre-employment Screening Program:

- Employment Reference Check
- No prior felony conviction
- Criminal background check/fingerprinting service for school crossing guards to be performed by the Bureau of Collection and Investigative Services
- Social Security Verification
- Only documented, authorized Contractor employees are eligible to work or permitted on or in City facilities. (Verification of INS 9 forms must be approved by City of Anaheim/Human Resource Department before the Contractor's employee starts work.)

Contractor will ensure each individual is able to effectively comprehend and communicate in English; be in good physical condition such that the individual can ensure the safe crossing of students and mental health (a medical history questionnaire is completed); individual is to provide their own transportation and work flexible hours.

Contractor shall furnish safety-reflectORIZED vests, stop signs, whistles, rain gear, and identification badges.

Employees of the Contractor are required to wear white shirts, dark blue pants and safety-reflectORIZED vests (provided by Contractor) while on duty.

In the event of a complaint, the Contractor shall contact Anaheim Police Department Contract Administrator at (714) 765-1862, within two (2) hours to advise status of remedy/resolution of said complaint.

Contractor shall furnish a written report of the incident to Anaheim Police Department Contract Administrator within five (5) business days after the occurrence.

## 5. PAYROLL

All payroll services will be handled by Contractor, including the actual processing/distribution of payroll checks, processing payroll reports, and yearly W-2 reports.

Contractor shall submit a monthly invoice for services with supporting documents (See Sample Attached – Exhibit A).

## 6. SUPERVISION

Contractor will be responsible for all supervision of all employees at all sites. Contractor's Supervisor shall visit each site under his/her supervision on a regular basis and contact the designated School Staff member at each participating school at least once per month. (Designated School Staff member will be identified prior to commencement of Contract.)

## 7. TRAINING SESSION

The Contractor shall provide a minimum of three (3) one hour training sessions for all employees hired as Crossing Guards for the City of Anaheim Contract in traffic measures to be used in conjunction with their crossing guard duties. Contractor must provide all employees a Policy Manual that governs the Crossing Guard Program and a copy to the City of Anaheim/Police Department.

8. AUDIT

Contractor agrees to permit ANAHEIM to inspect its records with respect to services performed pursuant to the Agreement upon giving reasonable notice.

9. BID REQUIREMENTS

Bidders must include the following documents with their sealed bid documents. These are the minimum bid requirements.

- A. Proof of an established business in operation for a minimum of three (3) years.
- B. Submit a minimum of four (4) references for **cities/municipalities** for which crossing guard services have been performed and include the agency's name, address, telephone number, contact name and title with location where services are provided.
- C. The Contractor must perform drug screening test
- D. Written Corporate Policy on your organization's "Drug and Alcohol Free Environment."