Ninebark Security

Proposal for security officer services (a made-up example)

Prepared for Larchmere Distribution, a made-up client.

A sample proposal from guardchek.com/blog/how-to-win-security-guard-contracts.

Ninebark Security, Larchmere Distribution, the site and every number in this proposal are made up to show how the sections fit together. The prices come from the free Excel bid pricing calculator on the same page. Bracketed text marks details a real company fills in with its own facts. General guidance, not legal or financial advice.

1. Cover letter

To the facilities manager, Larchmere Distribution (a made-up client). Re: request for proposal for security officer services at the distribution center.

Thank you for the site walk. You asked for a guard at the truck gate around the clock and a night patrol of the yard after two trailer break-ins last year. Ninebark Security proposes 252 hours of coverage a week: one licensed officer at the main gate and dock office around the clock, and one officer on foot patrol of the yard and buildings from 6 p.m. to 6 a.m. every night.

Our price is $399,717 for the first year, an average of $33,310 a month, at $30.09 an hour and $45.14 on 8 holidays. We can start 30 days after award. This proposal is valid for 90 days.

Questions: [name] at [phone]. Signed by the owner of Ninebark Security, company license number [license number].

2. Executive summary

Larchmere Distribution needs a visible officer at the truck gate at all hours, faster checks of drivers and trailers, and someone walking the yard at night. Today the gate is staffed only during business hours and the yard is not patrolled.

Ninebark Security will staff the gate around the clock and patrol the yard every night, check every truck and trailer in and out against the dock schedule, and walk a set patrol route with timed checkpoints. A field supervisor visits at least twice a week, on different shifts.

You will get a daily activity report every morning, an incident report the same shift for anything that happens, and a phone call right away for anything urgent. Officers clock in with GPS on site, and a monthly coverage report shows every shift was covered.

The first-year price is $399,717. We start 30 days after award, with a transition plan that has post orders signed off by your team before the first shift.

3. Understanding of the site

- One warehouse building with 40 dock doors, a dock office and a fenced trailer yard with about 120 trailer spaces.
- One truck gate on the north side with a guard booth; staff parking and the office entrance on the south side.
- Trucks arrive around the clock; the busiest hours are 5 a.m. to 9 a.m. and 2 p.m. to 6 p.m. The office is closed nights and weekends.
- Two trailer break-ins in the yard last year, both at night; lighting is weak at the east fence line.
- The client wants every truck checked against the dock schedule and a record of who was on site at any time.

4. Scope of services and post schedule

Post	Hours	Officers	Hours per week
Main gate and dock office, around the clock	24 hours a day, 7 days a week	1	168
Night patrol of the yard and buildings	12 hours a day, 7 days a week	1	84

Post	Hours	Officers	Hours per week
Total			**252**

- Main gate: check drivers, trucks and trailers in and out against the dock schedule; log seal numbers; issue visitor passes; watch the cameras at the booth.
- Night patrol: walk the yard, fence line and building exterior on a set route with timed checkpoints; check doors and trailer seals; report lighting and fence damage.
- Both posts: write a daily activity report, report incidents the same shift, and follow the written post orders.
- Not included: armed officers, vehicle patrol or traffic control on public roads.

5. Staffing plan

252 hours a week is about 6.3 full-time officers at 40 hours. Ninebark Security will assign 6 full-time officers (240 hours a week) and train 2 relief officers on the post orders before the start date; the relief officers cover the other 12 hours and any call-off.

- Shifts: 12 hours on the gate and the patrol, on a rotation that keeps each officer at or near 40 hours a week on average.
- Call-offs: officers must call at least 4 hours before the shift; the on-call supervisor fills the post from the relief list, and the officer on duty stays until relieved.
- No officer works more than 16 hours in a row, and every schedule follows the hours-of-work and rest rules of [state or province].
- Account manager: the operations manager, reachable by phone at all hours.

6. Hiring, licensing and training

- Every officer holds a current guard license, checked before the first shift and tracked until it expires.
- Background checks as the license requires, plus references from previous employers.
- Site training: 8 hours on site with the supervisor before working alone, covering the gate procedure, the patrol route, the dock schedule and emergency contacts.
- Post orders: written by us, approved by the client, signed by every officer; changes are signed again before the next shift.
- Refresher training every 6 months on report writing and the gate procedure.

7. Supervision and quality control

- Field supervisor visits at least twice a week, including one night or weekend visit, with a written visit report.
- Monthly report to the client: shifts covered on time, patrol checkpoints completed, reports filed, incidents and follow-ups.
- Complaints: answered the same business day, with a written follow-up within 3 business days.
- Quarterly review meeting with the facilities manager.

8. Reporting and technology

- Daily activity report by email every morning, covering both posts.

- Urgent events: phone call to the client contact right away; written incident report with photos the same shift.
- Officers clock in and out with GPS on the site in our guard management software; the client receives a monthly coverage report.
- Night patrol: NFC checkpoints along the route; the supervisor reviews every patrol the next morning and follows up on any missed checkpoint.
- Reports kept for at least 3 years and available on request. Sample reports are attached.

9. Transition plan

When	What
Week 1 after award	Kickoff meeting with the facilities manager; contacts, access and emergency procedures agreed.
Week 2	Post orders drafted and sent for approval; officers selected and offered the site.
Week 3	Site training for the 6 officers and 2 relief officers; keys, badges and radios issued.
Week 4	Post orders signed; the supervisor works the first shifts alongside the officers.
30 days after the start	Review meeting: what is working, what to change.

10. Pricing

Post	Hours per year	Average per month
Main gate and dock office, around the clock	8,760	$22,207
Night patrol of the yard and buildings	4,380	$11,103
Total, year 1	**13,140**	**$33,310**

- Bill rate: $30.09 per officer hour. Holiday rate: $45.14 per hour on 8 named holidays.
- Year 1 price: $399,717 (12,852 regular hours and 288 holiday hours).
- Extra coverage requested with at least 48 hours' notice: the regular rate. Less notice: the holiday rate.
- Rates rise by 3% on each contract anniversary ($30.99 in year 2 and $31.92 in year 3). If a minimum wage, wage determination or union agreement raises our wages by more, the rates rise by the same amount.
- Invoices monthly, payment due 30 days after the invoice date.

11. Company qualifications

- Company license: [license number], issued by [regulator]. In business since [year].
- Insurance: general liability, workers' compensation and auto at the limits the request asks for; certificates attached, naming the client as additional insured if the request asks.
- References: [client, contact, phone, years served] x 3. Use real clients with similar sites, and ask their permission first.
- Key people: owner, operations manager, field supervisor; experience in one line each.

12. Assumptions, terms and acceptance

- Valid for 90 days from the date of this proposal.

- The client provides the guard booth with heat, power and a restroom, staff parking for officers, and keys and badges.
- Price based on the post schedule in section 4 and 8 named holidays; changes in hours are billed at the rates in section 10.
- One-year contract, renewing for one-year terms; either party may end it with 30 days' written notice.
- Accepted for Larchmere Distribution: name, title, signature, date. Accepted for Ninebark Security: name, title, signature, date.

Appendix: compliance table (excerpt)

Requirement in the request	Where in the request	Where we answer it	Done
Licensed company and officers	Section 3.1	Sections 6 and 11	Yes
Insurance at the limits stated, client as additional insured	Section 3.4	Section 11, certificates attached	Yes
Attend the site walk	Section 2.2	Cover letter	Yes
Post schedule and duties	Section 4	Section 4	Yes
Hourly rate on the pricing form	Attachment B	Section 10, form attached	Yes
Three references	Section 3.6	Section 11	Yes