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**Request for Proposal (RFP) Security Guards Services**

Date Issued: December 8, 2025

Agency/Building: The Center for the Advancement of Jewish Education (CAJE)

RFP Reference Number: \_\_\_\_\_

**1. Introduction & Background**

CAJE is seeking qualified and licensed security guard companies to provide professional security services for our Jewish non-profit organization located at 4200 Biscayne Boulevard, Miami, Florida 33137. We require two guards on-site hourly, with coverage from 7 am to 8 pm (sometimes 10 pm), to ensure safety, deter unauthorized access and respond to incidents  
Annual Budget: \$135,000 (for two guards, including hourly salary of \_\_\_\_\_ monthly \_\_\_\_\_, weekly \_\_\_\_\_ and yearly cost of \$67,500)

**2. Scope of Services**

**Security Personnel**

- Two (2) security guards, present during 8 am-8 pm
- Guards must be licensed, armed, trained, and experienced in building security
- Perform access control, patrols staff assistance, incident response, reporting, and emergency procedures

**Duties & Responsibilities**

- Monitor building entrances, exits and common areas
- Verify identification of visitors and contractors and vendors
- Conduct regular interior and exterior patrols
- Provide a visible deterrent to crime and unauthorized behavior
- Respond to alarms, disturbances, emergencies and medical events appropriately
- Write and maintain incident reports
- Liaise with local law enforcement or emergency services when required
- Coordinate with building management on security protocols

**Equipment (this may not be needed)**

- Uniforms for guards
- Walkie-talkies / communication devices
- Flashlights, first-aid kits, basic security tools
- CCTV monitoring (if part of contract)

## Scope of Services continued

### Scheduling & Shifts

- Two guards: 8-hour shifts on weekdays (sometimes evenings)
- 8 am-4 pm and 11 am-8 pm
- Sundays and Holidays (over-time pay)

### Reporting & Accountability

- Monthly reports: incidents, daily logs, visitor logs, shift reports
- Quarterly review meetings with security supervisor and building management
- Key performance indicators (KPIs): Response time, incident resolution, guard attendance, customer satisfaction

## 3. Contract Term

- Initial Term: 1 year
- Renewal Options: (e.g. 1-year renewals for up to 3 years subject to performance review)

## 4. Budget & Pricing Structure

The budget for this contract is \$135,000 per year.

Proposal must clearly break down costs as follows:

Hourly Rate	Rate per guard per hour
Monthly cost	Based on the number of guards x hours per month
Annual Cost	Total annual cost (this should align to \$135,000)
Overtime/Holiday Rates	Additional hourly rates for overtime, Sundays/holidays
Administrative Fees	Any management, reporting or admins fees
Equipment costs	If vendor provides and maintains equipment (uniforms)
Other costs	Training, licensing, insurance, background check, etc.

## 5. Vendor Qualifications & Requirements

To be considered, the security company must:

1. Be properly licensed and insured to operate in Miami, Florida
2. Provide proof of insurance, including general liability and worker's compensation
3. Provide at least three references from current or past organizations/building management clients
4. Demonstrate guard training programs (e.g., certification, first aid, conflict resolutions)
5. Describe hiring and screening process (background checks, drug screening)
6. Provide a proposed staffing plan: number of guards shift coverage, backup staffing
7. Include a plan for quality assurance and performance monitoring
8. Be able to integrate with building management systems and procedures
9. Provide all necessary documentation (licenses, certifications) with proposal

## **6. Proposal Submission**

### Timeline

- RFP issued: December 8, 2025
- Questions due: December 22, 2025
- Proposal due: December 29, 2025
- Decision announcement: January 8, 2026
- Expected contract start date: March 1, 2026

## **7. Submission Format**

Vendors should submit proposals in PDF format via email to:  
Koby Havia, Manager, Facilities Management  
[khavia@gmfi.org](mailto:khavia@gmfi.org)  
786.866.8470