

# **REQUEST FOR PROPOSALS – SECURITY OFFICER SERVICES LAKELAND CENTRAL SCHOOL DISTRICT**

**1086 E. MAIN STREET  
SHRUB OAK, NY 10588  
914-245-1700**

## **OVERVIEW**

The Lakeland Central School District (hereinafter the “District”) is seeking proposals from security firms (hereinafter “the firm”) to provide security officer services. The specifications included herein will become part of the Contract agreed to between the District and the security firm.

To be considered, a proposal must be received in the Business Office by **3:00 p.m. on Friday, October 12, 2018**. The District reserves the right to reject any or all proposals submitted, to negotiate with any firm submitting a proposal, or to select a proposal other than that of the firm offering the lowest price to the District.

During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarifications from bidders, or to allow corrections of errors or omissions. At the discretion of the District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

## **SCOPE OF SERVICES**

### **A. Term**

The District is soliciting the services of qualified security firms to provide security officer services commencing on or about November 1, 2018 through, on or about June 30, 2018. At the discretion of the District, these services may be renewed for two (2) additional school years (2019-2020 & 2020-2021).

### **B. Scope of Work to be Performed**

The firm shall furnish all supervision, labor, materials, equipment, tools, supplies, incidentals, duties and services of every kind necessary for proper security officer services. The firm shall pay all fees, provide all uniforms, incur all expenses and secure all permits and certifications necessary to complete the work in every respect. Lakeland Central School District reserves the right to require participation of security officers in training deemed appropriate. Uniforms and photo identification must be visible at all times. The scope of the work includes, but is not limited to the following:

- Security Officer Services throughout the Lakeland Central School District are needed per time requirements listed below. The current school calendar is attached. When the District is not in session due to weather or other emergency conditions, security officers are not required.

- The number of security officers and their time requirements will be as follows:
  - One (1) security officer per school for approximately seven (7) hours per day equaling thirty (35) hours per week, Monday through Friday for after-school activities.
    - High Schools – 2:00 p.m. – 9:00 p.m.
    - Middle School – 4:30 p.m. – 10:30 p.m.
    - Elementary Schools – 3:00 p.m. – 10:00 p.m.
  - One (1) security officer at the Administration Building of Lakeland CSD Monday – Friday at the hours of 8:00 a.m. – 4:30 p.m., exclusive of lunch, for a seven and one-half (7 ½) hour day equaling thirty-seven and one-half (37 ½) hours per week.
  - Security Services will be needed at nine (9) locations. See attached Appendix B.
  - Time requirements are subject to change based on the District’s needs.
- The firm must maintain an incident/activity log on a daily basis and submit a written, legible report on such incidents/activity monthly to the Business Manager, or his designee, no later than the 15<sup>th</sup> day of the subsequent month.

**C. Selection and Retention of Security Officers**

District personnel will be involved in the interviewing and selection of the security officers to be assigned to the District. The District may order the immediate removal of security personnel. The firm will hold harmless and indemnify the District for any employment action taken by the firm as a result of the District’s request for the removal.

**CONTACT PERSONS**

The firm's primary contact with the Lakeland Central School District for billing purposes will be the Business Manager. The school building’s administrative staff (i.e. Principal, Assistant Principal) will be the primary contacts at the school site where the security officer is assigned.

**SECURITY OFFICER REQUIREMENTS**

- All security officers assigned to the District must have a minimum of ten (10) years’ experience in law enforcement and/or the military or alternate experience as approved by the District.
- All security officers must receive fingerprint clearance per New York State Education Department regulations. Records and approvals will be forwarded to the District.
- All security officers must consent to random drug testing.
- All security officers must participate in District training as required.

## PROPOSAL REQUIREMENTS

Security firms wishing to submit proposals to the District must include responses to the following specifications by **3:00 p.m. on Friday, October 12, 2018**.

- A statement of the fees the firm intends to charge the District as outlined on the attached submittal Form #1.
- Provide the names of all current and former school district clients, with information on the number of years of service to each, along with the names and telephone numbers of contact persons in each district on attached Form #2.
- Provide the name, address and phone number of the individual(s) who will supervise the security officers assigned to the District.
- Provide a description of any regulatory action taken against the firm within the last five years by a regulatory agency, such as the Internal Revenue Service or State Education Department.
- Provide a statement verifying that there are no conflicts of interest between the firm and the District.
- A signed statement of non-collusion (see Appendix A).
- Identify any litigation brought against the firm during the past five years. Explain any pending litigation that may have a financial impact on your firm.
- Provide an affirmation by the firm that it will not delegate or subcontract its responsibilities under an agreement without the express written permission of the Lakeland Central School District.

**Total All-inclusive Price:** The proposal should contain all pricing information relative to performing the security officer services as described in this request for proposals. A total all-inclusive price should be bid to contain all direct and indirect costs including all out-of-pocket expenses. The District will not be responsible for the firm's expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

**Rates for Additional Security Services:** If it should become necessary for the District to request the security firm to render any additional services to either supplement the services requested in this Request for Proposals or to perform additional services, such as providing guards for overtime hours or on additional days, all such services shall be performed at rates set forth in the schedule of fees included in the proposal (Form #1)

The Proposal may be delivered in person any school day between the hours of 9:00 a.m. and 4:00 p.m. to the Business Office, 1086 E. Main Street, Shrub Oak, NY or mailed to the Business Office, Lakeland Central School District, 1086 E. Main Street, Shrub Oak, NY 10588. The Proposal must be received at the Business Office **no later than 3:00 p.m. on Friday, October 12, 2018**. Proposals shall be enclosed in a sealed envelope with the NAME OF THE BIDDER and noted "REQUEST FOR PROPOSAL FOR SECURITY OFFICER SERVICES. **Late proposals will not be opened and will be returned to the sender.**

## LICENSES

The firm shall meet the following requirements:

- The firm shall be licensed by the New York Department of State as a security guard company.
- All guards shall be New York State certified and registered with the State.
- All guards are required, as per New York State law and Part 87 of the Commissioner's Regulations, to undergo a fingerprint and criminal history record check.
- All guards shall have a valid driver's license.

## INSURANCE AND LIABILITY

Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the firm hereby agrees to effectuate the naming of the District as an unrestricted additional insured on the firm's insurance policies, with the exception of workers' compensation.

The policy naming the District as an additional insured shall:

- Be an insurance policy from an A.M. Best rated "secure" or better, New York State admitted insurer.
- Provide for 30 days' notice of cancellation.
- State that the organization's coverage shall be primary coverage for the District, its Trustees, employees and volunteers.
- The District shall be listed as an additional insured by using endorsement CG 2026 or broader. The certificate must state that this endorsement is being used. **If another endorsement is used, a copy shall be included with the certificate of insurance.**

The contractor agrees to indemnify the District for any applicable deductibles.

### Commercial General Liability Insurance

\$1,000,000 per occurrence/\$2,000,000 general and products/completed operations aggregates. The general aggregate shall apply on a per-project basis. \$1,000,000 Personal and Advertising Injury limit, including coverage for defamation, false arrest, detention and imprisonment.

### Automobile Liability

\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.

### Workers' Compensation

Statutory Workers' Compensation and Employers' Liability Insurance for all employees.

### Excess Insurance

\$3,000,000 each occurrence and aggregate on a "follow form" basis.

The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.

Firm acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The firm is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.

The District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The firm further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also the NYSIR, as the District insurer.

### **PREVAILING WAGE REQUIREMENTS**

Prevailing wages and benefits must be paid for Article 9 work as per New York State Labor Law §220. A rate schedule for this contract is available from the New York State Department of Labor <https://labor.ny.gov/workerprotection/publicwork/PWRateSch.shtm>.

Certified payroll records must be submitted to the business office with each invoice.

### **TERMINATION OF AGREEMENT**

Either party may cancel the agreement without cause with at least 30 days prior notice. Notice must be in writing and delivered to the other party via certified mail to the appropriate address.

### **EVALUATION PROCEDURES**

Proposal evaluation criteria will include, but not be limited to:

- Expertise and Experience – Experience of firm, size and experience of staff, educational background, specialized skills and expertise working with NYS school districts.
- Price – Cost will be a consideration, but will not be the primary factor in the selection of a security firm.

During the evaluation process, the District may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the District may have on a firm's proposal.

#### **Right to Reject Proposals**

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

The District reserves the right without prejudice to reject any or all proposals.

**REQUEST FOR PROPOSAL – SECURITY OFFICER SERVICES**

**Friday, October 12, 2018 @ 3:00 p.m.**

**Form #1**

**Schedule of Fees**

**Contract Price Per Security Officer**

Regular Hourly Rate (Monday through Friday)

Overtime Hourly Rate (in excess of 8 hours per shift)

Per Diem Rate for Additional Days

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Company Name

Street Address

Suite

City, State, Zip

Telephone Number

Fax Number

Email Address

Website

Authorized Signature

Printed Name

Title

Date

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**Return to:**

**Mr. Binoy Alunkal**

**Business Manager**

**Lakeland Central School District**

**1086 E. Main Street**

**Shrub Oak, NY 10588**

**REQUEST FOR PROPOSAL – SECURITY OFFICER SERVICES**  
**Friday, October 12, 2018 @ 3:00 p.m.**

**Form #2**  
**Client Reference List**

<b>School District or Company Name</b>	<b>Dates of Service</b>	<b>Contact Person Name and Title</b>	<b>Telephone Number</b>

**Appendix A**  
**BID or PROPOSAL CERTIFICATION**

I. GENERAL BID CERTIFICATION -- The bidder certifies that he will furnish at the prices herein quoted, the materials, equipment and/or services as proposed on this bid.

II. NON-COLLUSIVE BIDDING CERTIFICATION -- By submission of this bid proposal, the bidder certifies that he is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where (a) (1) (2) and (3) above have not been complied with the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.



The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

2. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law and where such bid contains the certification referred to in subdivision one of the section shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

\_\_\_\_\_  
Corporate or Company Name

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Sworn to before me this

\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

## **APPENDIX B**

### **BUILDING LOCATIONS**

Administration Bldg.  
Lakeland Central School District  
1086 E. Main Street  
Shrub Oak, NY 10588

Benjamin Franklin E. S.  
3477 Kamhi Drive  
Yorktown Heights, NY 10598

George Washington E. S.  
3634 Lexington Avenue  
Mohegan Lake, NY 10547

Lincoln-Titus E. S.  
10 Lincoln Avenue  
Crompond, NY 10517

Thomas Jefferson E. S.  
3636 Gomer Street  
Yorktown Heights, NY 10598

Van Cortlandtville E. S.  
3100 E. Main Street  
Mohegan Lake, NY 10547

Lakeland Copper Beech M. S.  
3401 Old Yorktown Rd.  
Yorktown Heights, NY 10598

Lakeland High School  
1349 E. Main Street  
Shrub Oak, NY 10588

Walter Panas High School  
300 Croton Avenue  
Cortlandt Manor, NY 10567

# LAKELAND CENTRAL SCHOOL DISTRICT 2018—2019 CALENDAR

**AUGUST**  
8/29-30 Superintendent's Conference Days  
Total Days: 2 Superintendent's Conf. Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			29	30	31	

**SEPTEMBER**  
9/3 Labor Day  
9/4 Schools Open  
9/10- 9/11 Rosh Hashanah  
9/19 Yom Kippur  
Total Days: 16 Student Days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**OCTOBER**  
10/8 Columbus Day  
Total Days: 22 Student Days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**NOVEMBER**  
11/6 Superintendent's Conference Day  
11/12 Veterans' Day  
11/21-23 Thanksgiving Recess  
Total Days: 17 Student Days  
1 Supt. Conference Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**DECEMBER**  
12/24-31 Winter Recess  
Total Days: 15 Student Days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**JANUARY**  
1/1 New Year's Day  
1/21 Martin Luther King Jr. Day  
Total Days: 21 Student Days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

= Schools Closed       = Superintendent's Conf. Days (No Students)

**FEBRUARY**  
2/18-2/19 President's Day Break  
Total Days: 18 Student Days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**MARCH**  
3/7 Superintendent's Conference Day  
3/8 Schools Closed  
Total Days: 19 Student Days  
1 Supt. Conference Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**APRIL**  
4/15-4/122 Spring Recess  
Total Days: 16 Student Days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**MAY**  
5/24-27 Memorial Day Weekend  
5/28 Superintendent's Conference Day  
Total Days: 21 Student Days  
1 Supt. Conference Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**JUNE**  
6/22 Graduation  
6/26 Last Day of School for Students  
Total Days: 18 Student Days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

182 Total Student Days  
5 Total Supt. Conference Days  
187 Total Instruction Days

**Weather make-up days are:**  
2/19, 3/8, 5/24, 5/28, 4/22, 4/15,  
4/16, 4/17