



SPENCERPORT CENTRAL SCHOOL DISTRICT

Assistant Superintendent for Business

71 Lyell Avenue - Spencerport, NY 14559

RICK WOOD

Assistant Superintendent for Business

Phone: (585) 349-5111

Fax: (585) 349-5011

Date: April 10, 2024

BID: Security Services

BID OPENING: May 2, 2024

TIME: 10:40 a.m.

BIDDER

NAME: _____

CONTACT

NAME: _____

ADDRESS: _____

City

State

Zip

CONTACT

PHONE NO. : _____

CONTACT

EMAIL: _____

DATE: _____

April 10, 2024

Spencerport Central School District
Administration Building
Room 15, First Floor
71 Lyell Avenue
Spencerport, New York 14559

PLEASE DO NOT SEPARATE THESE PAGES

**BE SURE TO SIGN BID PROPOSAL CERTIFICATIONS AND DECLARATION OF
BIDDER/BID PERFORMANCE AGREEMENT**

**Your bid will not be accepted without the required signatures.
All bids must be in a sealed envelope and clearly labeled.**

NOTICE TO BIDDERS

The Board of Education of the SPENCERPORT CENTRAL SCHOOL DISTRICT, Monroe County, New York (in accordance with Section 103 of Article 5-A of the General Municipal Law) hereby invites the submission of sealed bids to be received on the following time schedule for:

9:00 a.m.	Athletic Supplies
9:10 a.m.	Athletic Equipment
9:20 a.m.	Athletic Varsity Uniforms & Warm-ups
9:30 a.m.	Athletic Modified Uniforms
9:35 a.m.	Physical Education Equipment
9:40 a.m.	Lawn Care Management
9:45 a.m.	Paint
9:50 a.m.	Electrical Supplies
9:55 a.m.	Roof PM and Repairs
10:00 a.m.	Recycling/Refuse Service
10:05 a.m.	Plumbing Supplies
10:10 a.m.	Certified Document Destruction
10:15 a.m.	Heavy Automotive Repair
10:20 a.m.	General Automotive Repair
10:25 a.m.	HVAC Supplies
10:30 a.m.	Musical Instrument Repairs
10:35 a.m.	Piano Tuning
10:40 a.m.	Security Services

Bids will be received by the Spencerport Board of Education in Room 15, 1st Floor of the Administration Building, 71 Lyell Avenue, Spencerport, NY on May 2, 2024, at which time they will be publicly opened and read aloud.

Specifications and forms may be obtained by contacting the District Office, (585) 349-5110. The Board of Education reserves the right to reject any or all bids. Any bid submitted will be binding for 60 days subsequent to the date of bid opening.

Please address your bid to:

Spencerport Central School District
Attn: Rick Wood
71 Lyell Avenue
Spencerport, NY 14559
Mark Outside Envelope Bid Name

BOARD OF EDUCATION
Spencerport Central School
By: Rick Wood,
Assistant Superintendent for Business



REQUEST FOR PROPOSAL
PROFESSIONAL SECURITY SERVICES

Spencerport Central School District
71 Lyell Avenue
Spencerport, NY 14559

Issued: April 10, 2024

Submittal Deadline: May 2, 2024 at 10:40 a.m.

The intent of this Request for Proposal (RFP) is to award a contract to the vendor that most adheres to the specifications and is most advantageous to the Spencerport Central School District, which includes but is not limited to, price and other factors. The selected proposer approved as a result of this RFP is anticipated to be awarded a one (1) year agreement subject to the approval of the Spencerport Central School District Board of Education. **Any questions regarding this proposal shall be submitted to:**

Mr. Chris Mears, Director of Security
Spencerport Central School District
Spencerport, NY 14559
585-349-5105 office
CMears@spencerportschools.org

Proposals are to be submitted to Mr. Rick Wood no later May 2, 2024, by 10:40 a.m. to the below address:

Mr. Rick Wood
Assistant Superintendent for Business
71 Lyell Avenue
Spencerport, NY 14559

Proposals must include all pages of this RFP. Email and faxed proposals **will not** be accepted.

1. Introduction and Background:

The Spencerport Central School District is requesting proposals for unarmed and armed District-wide Professional Security services. The District seeks contracted security services in the form of:

- 1) Licensed New York State Security Guards (Unarmed)
- 2) Off-duty New York State Law Enforcement Officers (Armed)

2. Requirements and services to be provided:

A. General

The term of this agreement shall commence July 1, 2024, and run through June 30, 2025. By mutual agreement and under the same terms and conditions contained in this RFP, this RFP may extend for up to one (1) additional one-year contract period. Any change in the hourly rate must be mutually agreed upon.

Questions concerning the RFP requirements must be submitted in writing. No phone calls or e-mail questions will be accepted. All questions submitted in writing will be answered in

the form of an addendum to this RFP. Failure to provide any and all requested information shall render the proposal invalid. Late proposals will not be accepted. Only firms with a documentable record of security services in school districts within the upstate New York area will be considered for this contract. Poor references from the Rochester/Monroe County business area will be sufficient grounds for disqualification at the District's discretion. All security personnel will be required to become familiar with the NYS and District SAVE Plan and specifically, the Code of Conduct for the District's students. The successful proposer may not assign this contract or subcontract for any services provided herein during the life of the contract.

B. Qualifications

1) Security Officer (unarmed)

Minimum requirements: Must possess a current New York State Security Guard License, a valid New York State driver's license, and must be a citizen of the United States. Prefer current or retired Federal, State (New York), County (Monroe or immediately adjacent county), or Local (within Monroe County or immediately adjacent county) law enforcement officer. Assignment may include day, evening, weekend, in building or road patrol, and athletic or special events. Reports to Director of Security.

2) Off-duty Law Enforcement Officer (armed)

Minimum requirements: Must be a Police Officer, Deputy Sheriff (road patrol), New York State Trooper or other comparable position in good standing within their respective department or agency. Must possess a New York State pistol permit and be permitted by their respective agency to possess and carry a firearm. Assignment will include providing armed security in or around District buildings or facilities. Provide conspicuous security at special events, sporting events, or during situations of escalated public concern. Complete written or verbal situation reports, as necessary. Reports to Director of Security.

C. Duties

1) Security Officer (unarmed)

Building patrol duties normally consist of: monitoring morning arrival, student lunch periods, assisting with monitoring hallways during student passing time, assisting with security related investigations as requested, responding to and assisting with student altercations, responding to and investigating reports of strangers in the building, providing a security presence as requested during meetings where safety is a concern, file reports on incidents such as significant injuries, thefts or property damage, patrol areas of concern or where previous incidents have taken place, checking to ensure exterior doors are locked and secure, and assist with afternoon dismissal in the bus loop.

Road patrol duties normally consist of: patrolling District owned buildings and properties to ensure security and safety, investigating matters of concern and act as a deterrent to such matters, respond to security related incidents and assist as requested, monitor traffic and parking concerns throughout the District, serve Superintendent's and District letters of suspension as requested, file reports on incidents such as significant injuries, thefts or property damage, provide security escorts when requested, and secure District security gates as requested.

Event security duties normally consist of providing security services including crowd control and altercation intervention at athletic events, special events held on or off campus, election day detail, concerts, or security for outside use of District facilities.

All security officers may be asked to respond to other security or safety related issues as identified by the Director of Security or another administrator. Reports to the Director of Security.

2) Off-duty Law Enforcement Officer (armed)

Off-duty Law Enforcement Officer duties normally consist of: providing armed security in or around District buildings or facilities. Provide conspicuous security at special events, sporting events, or during situations of escalated public concern. Complete written or verbal situation reports, as necessary. Reports to Director of Security.

D. Budget

The proposed hourly rates per position must be all-inclusive, as the district will not pay any other costs/charges during the life of the contract. The District reserves the right to cancel the forthcoming contract for Security Services for any reason upon a 30-day written notice.

E. Proposer Profile and Business History

1. Experience - On proposal form list at least three (3) school districts the proposer has provided Security Services to over the past five years, in the NYS County of Monroe or immediately adjacent counties. Lack of documented experience will be sufficient grounds for disqualification of any proposal at the District's discretion.
2. References - List at least three (3) references from school districts for which the proposer has previously provided Security Services of a similar nature. Poor references in the Rochester/Monroe County business area will be sufficient grounds for disqualification at the District's discretion.

F. Uniforms

The proposer will furnish uniforms for all security staff. Samples of possible uniforms will be submitted for approval by the District.

G. Insurance

The proposed will certify and provide proof of insurance as follows:

1. General Liability \$1M per occurrence/\$2M General Aggregate General Aggregate for Bodily Injury, Personal and Advertising Injury, Property Damage and Products Liability.
 2. Auto Liability \$1M Combined Single Limit for Bodily Injury/Property Damage per accident.
 3. Worker's Compensation Workers Comp – Statutory limits for NY State
Employer's Liability: Bodily Injury by Accident \$1,000,000. Each Accident
Bodily Injury by Disease \$1,000,000. Policy Limit
Bodily Injury by Disease \$1,000,000. Each Employee
 4. Umbrella Liability \$4M Per Occurrence and In the Aggregate
 5. Law Enforcement Liability \$1,000,000 Each Incident; Occurrence; Wrongful Act / \$3,000,000 Aggregate
- All coverages above excepting Worker's Compensation & Law Enforcement will include Spencerport Central School District, it's officers, board members, volunteers, employees as additional insured as their interests may appear.
 - All coverages shall provide PRIMARY /NON-CONTRIBUTORY coverage.
 - All coverages will include WAIVER OF SUBROGATION
 - All coverages must remain in full force during the term of the contract.

PROPOSAL FORM

Proposal must include completed proposal form sections one through three; Non-Collusive Bidding Certification; Declaration of Bidder/Performance Agreement; Appendix E – Iran Divestment Action of 2012 Certification Form

RFP Submission by Proposer

Vendor:

Address:

Street

City

State

Zip

Phone:

Authorized Agent:

Agent Signature:

Date:

Any exceptions to the listed specification must be clearly described on the following page and attached to this proposal.

1. Proposed Fee Structure

TITLE		HOURLY RATE
1.	Security Officer (Unarmed)	\$_____
2.	Off-duty Law Enforcement Officer (Armed)	\$_____

Proof of insurance must be attached to the submitted proposal.

2. Experience

1.

Name	
Address	
Phone	
Contact	
Contract Duration	
Reason for Termination of Contract	

2.

Name	
Address	
Phone	
Contact	
Contract Duration	
Reason for Termination of Contract	

3.

Name	
Address	
Phone	
Contact	
Contract Duration	
Reason for Termination of Contract	

3. References

1.

Name	
Address	
Phone	
Contact	

2.

Name	
Address	
Phone	
Contact	

3.

Name	
Address	
Phone	
Contact	

Please describe any exceptions to the listed specifications. All exceptions must be clearly described referencing listed specification, page number and section, and attached to the RFP.

A large, empty rectangular box with a thin black border, intended for the user to describe any exceptions to the listed specifications. The box is currently blank.

NON-COLLUSIVE BIDDING CERTIFICATION

Name: _____

Business Address: _____

Telephone Number: _____ Date of Bid: _____

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 subdivision 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 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 been 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 therefore. 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).

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.

Signature (Authorized) _____

Title _____

BOARD OF EDUCATION
SPENCERPORT CENTRAL SCHOOLS
SPENCERPORT, NEW YORK

DECLARATION OF BIDDER/BID PERFORMANCE AGREEMENT

Name of Bidder: _____

Business Address: _____

Telephone No.: _____ Date of Bid: _____

The bidder above mentioned declares and certifies:

First: That the said bidder is of lawful age and the only one interested in this bid, and that no one other than said bidder has any interest herein.

Second: That this bid is made without any previous understanding, agreement or connection with any other person, firm, or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud.

Third: That no member of the Board of Education of Spencerport Central School District, County of Monroe, nor any officer or employee or person whose salary is payable in whole or in part from the treasury of said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of the profits thereof.

Fourth: That said bidder has carefully examined the instructions to bidders, schedules and specifications prepared under the direction of the Board of Education, and will, if successful in this bid, furnish and deliver at the prices bid and within the time stated, all the materials, supplies, goods, apparatus, wares, merchandise, services or labor for which this bid is made.

Fifth: That the prices quoted herein are net and exclusive of all federal, state and municipal sales and excise taxes.

No plea of mistake in such accepted bid shall be available to the undersigned bidder and no bid may be withdrawn before the expiration of 20 days from the date of submission thereof.

The undersigned hereby proposes and agrees to furnish and deliver to the Spencerport Central School District items listed in accordance with the specifications detailed herein; and to perform this contract in accordance with all laws, rules and regulations of the State of New York, including the regulations of the Commissioner of Education of the State of New York.

All specifications which include on-site labor of any type are subject to NYS Department of Labor Prevailing Wage Classification (PR). The Spencerport Central School District is not empowered to grant any exceptions.

In submitting this proposal, we certify to furnish the required products(s) in accordance with the detailed list of product and instructions included herein, and to guarantee performance and delivery no later than sixty (60) days from bid award. We further agree to comply with all items under instructions to bidders.

(Person, Firm or Corporation)

(Authorized Signature)

APPENDIX E – IRAN DIVESTMENT ACT OF 2012 CERTIFICATION FORM
THIS FORM MUST BE SIGNED AND NOTARIZED

To be considered a responsible proposer, entities must certify that they are not on the list created and maintained by the State Office of General Services cataloging significant investment in the Iranian energy sector.

Entities that cannot make this certification may only be awarded the proposal if:

1. The entity’s investment activities in Iran were made before April 12, 2012; the investment activities in Iran have not been expanded or renewed after that date; and the entity has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
2. The Spencerport Central School District decides, in writing that the goods or services are necessary for Spencerport CSD to perform its functions and that, absent such an exemption, Spencerport CSD would be unable to obtain the goods or services for which the contract is offered.

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the New York State Finance Law.

Subscribed and sworn to before me this _____ day of _____, 2024.

(Person, Firm, or Corporation)

Notary Public	Authorized Signature	Commission Expires
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