



**2021-2022 REQUEST FOR PROPOSAL**  
**ARMED SECURITY GUARD SERVICES**

**BASE CONTRACT PERIOD: JULY 1, 2021 – JUNE 30, 2022**  
**WITH POTENTIAL FOR FOUR-YEAR EXTENSION**

**PROPOSALS RECEIVED UNTIL 4:00 PM ON **APRIL 16, 2021****

The Hauppauge Union Free School District is issuing a Request for Proposals (RFP) for the selection of Armed Security Guard Services to serve the District for the 2021-2022 school year. The contract period will be from July 1, 2021 through June 30, 2022 with the option to renew for four (4) additional years (July 1, 2022 – June 30, 2023, July 1, 2023 – June 30, 2024, July 1, 2024 – June 30, 2025 and July 1, 2025 – June 30, 2026) if deemed in the best interest of the District and approved by the Board of Education.

Sealed proposals will be received **until 4:00 P.M. on Friday, April 16, 2021** at the Hauppauge Union Free School District, Business Office, P.O. Box 6006, 495 Hoffman Lane, Hauppauge, New York 11788, Attention: Carolyn Biondi, Purchasing Agent. Proposals may also be emailed to [biondic@hauppauge.k12.ny.us](mailto:biondic@hauppauge.k12.ny.us). The Board of Education reserves the right to reject any proposal or to accept part of any proposal.

Proposals are irrevocable for a minimum period of 60 calendar days from the date of the proposal opening. A proposal may not be modified, withdrawn or canceled by a Proposer for the 60-calendar day period following the time and date designated for the receipt of proposals without the consent of the District.

The District's Board of Education reserves the right to reject any or all proposals that it considers not to be in the best interest of the District.

Please read the attached materials carefully before submitting your proposal. Incomplete or non-responsive proposals may not be considered.

**Hauppauge Union Free School District**  
**Dated: March 25, 2021**

## 1. PURPOSE

The District requests proposals from qualified individuals and entities interested in providing Armed Security Guard Services to the District. The contract period will be for one year (July 1, 2021 – June 30, 2022), with the option to renew for an additional four years. Renewal periods are by mutual agreement and not automatic.

## 2. PROPOSAL SUBMISSION

Sealed proposals must be clearly labeled as “**Proposal – Armed Security Guard Services**” and submitted to the attention of Carolyn Biondi, Purchasing Agent. **Whiporwil School, 495 Hoffman Lane, P.O. Box 6006, Hauppauge, New York 11788** on or before 4:00 p.m. prevailing time, on **Friday, April 16, 2021**. There is no expressed or implied obligation for the District to reimburse responding individuals or agencies for any expenses incurred in preparing proposals or attending interview(s) in response to this RFP. Proposals submitted after the stated time and date ***will not*** be considered and will be returned to the individual or entity unopened.

All questions, requests for clarifications or additional information concerning the RFP or the procedures for responding and all requests for site visits must be made in writing and directed to Jacqueline Pirro, Assistant Superintendent for Business and Operations, at [pirroj@hauppauge.k12.ny.us](mailto:pirroj@hauppauge.k12.ny.us). All questions, requests for clarification or additional information must be received no later than **Tuesday, April 9, 2021 at 4:00 p.m.** Inquiries received after that date and time will not receive a response. All clarifications or supplemental information will be provided to all individuals and entities that have received a copy of this RFP from the District. All clarifications and supplemental information will be provided to all individuals and entities in writing and any clarifications or supplemental information provided in any other manner will not be binding. The District reserves the right to amend this RFP for any reason or based upon questions and issues raised and/or received in writing during the proposal process.

## 3. TIMETABLE

The District anticipates proceeding with the selection process according to the following schedule:

Deadline for submission of proposals:

**Friday, April 16, 2021**

Interview with finalists (if requested by the District):

**Week of April 26, 2021**

Selection of Providers:

on or about **May 12, 2021**

## 4. SCOPE OF SERVICES

### A. General Services and Responsibilities

The following are the services the Security Firm (Contractor) will be expected to provide and the Contractor's responsibilities:

- Provide licensed, trained, professional security guard personnel equipped with firearms for security for the District's five school buildings in Hauppauge, New York as follows:
  - Hauppauge High School
  - Hauppauge Middle School
  - Pines Elementary School
  - Bretton Woods Elementary School
  - Forest Brook Elementary School
- Contractor's personnel are responsible for reviewing all emergency plans and procedures for the school building location that they are assigned to and the other school building locations.
- Contractor's personnel are responsible for prioritizing and coordinating their duties with the building administrator or other District employee in charge at assigned location.
- Contractor's personnel are responsible for investigating intrusion alarms and fire alarms at the District's five school buildings and must call 911 for emergency response if necessary.
- Provide licensed and trained back up personnel that can replace scheduled personnel in emergencies.
- Contractors must provide monthly billing for exact hours of services provided each day at each school location.
- Contractor's personnel are responsible for filling out incident and hazard reports when appropriate using the District's reporting forms.
- Contractor's personnel are responsible for performing any other related work as required by the Director of Facilities and/or building principal or other District employee in charge at assigned location.

## **B. Specific Qualifications, Responsibilities & Other Requirements**

- Onsite security personnel servicing the District must be a minimum of 21 years of age.
- Onsite security personnel servicing the District must be adequately bonded.
- The Contractor must provide adequate and qualified substitute security personnel when the security personnel servicing the District are absent for any reason.
- The Contractor must be available 24 hours a day/7 days a week by phone. The Contractor must require thorough background checks of all personnel assigned to the District, including supervisory personnel. Background checks should include, at a minimum, a criminal check of local, state, and federal authorities for all employees. Costs

of background checks is the responsibility of the Contractor. The District reserves the right to inspect any and all background checks of the personnel assigned to the District. The Contractor will be responsible for compliance with the requirements of Project Save and the Safe Schools Act with respect to any person providing services involving direct contact with District students. All persons providing services involving direct contact with District students must receive fingerprinting clearance prior to providing the services.

- The Contractor must have a "drug free" policy for its personnel and a copy must be included in the response to this RFP. The policy must have a specific course of action for those personnel who test positive for drug use.
- The Contractor must provide information regarding time in business and proof that they are bonded as a security guard service. Proposers must also demonstrate that the Proposer or at least one principal of the Proposer has been providing the necessary services for a minimum of three years.
- Contractor must provide armed security guard employees who are active, retired or currently employed as local, state or federal law enforcement officers. The District will require a list of current or prior law enforcement work experience for each security guard.
- The security guard is required to demonstrate continued physical fitness. Proof of physical fitness may be required.
- Contractor's personnel will be required to have successfully completed a certified weapons course. They must also have supplemental training including, but not limited to, training on suspicious packages, response to active shooter incidents and enhanced terrorism awareness and response. Proof of past and ongoing training is required of all current personnel. A copy of the Contractor's standard operating procedures must be provided with the RFP response.
- The District reserves the right to investigate the background and qualifications of the Contractor's employees to be assigned to the Contractor. The Contractor must, if necessary, obtain an appropriate release from their employees for such purposes and will cooperate in such investigations.
- The District reserves the right for any reason to require the Contractor to remove an employee from working at or for the District.
- Contractor's personnel will be required to cooperate with the District and law enforcement.
- Contractor's personnel must have their weapon concealed at all times, but on their person.

- Certain areas, which shall be identified by the District, upon award of the contract, are considered “sensitive” due to the type of information on file within these areas. Access to these areas will be limited to only certain pre-authorized Contractor personnel. All the Contractor’s personnel will be required to sign a confidentiality and/or non-disclosure agreements provided by the District.
- Onsite personnel must be neat and clean in appearance. Onsite personnel must be helpful and courteous and behave at all times in a professional manner that meets or exceeds current industry standards. At no time should personnel report to work if they are in any way mentally or physically impaired, such as, by drug or alcohol use, or illness. The District reserves the right to have any person who it deems unfit for duty in its sole judgment immediately removed from service.
- The District will provide Contractor’s onsite personnel with a key, cell phone and/or wireless two-way communication device that is adequate for work at the school building locations. Devices will be operable and must be carried by Contractor’s onsite personnel at all times. These items must be returned to the Building Principal or other designated building administrator at the end of each school day.
- Contractor must provide all supervision, labor, materials, supplies and equipment and must plan, schedule, coordinate and ensure effective performance of security services.

### **C. Proposed Schedules for Security Guard Coverage**

The District requires one (1) security guard per location. The coverage will be Monday through Friday. These schedules are subject to change. There is no regular coverage on any day that the District is closed, such as holidays. The five (5) school locations and the estimated times security personnel will be required to work are as follows:

Hauppauge High School  
 500 Lincoln Boulevard  
 Hauppauge, NY 11788  
 6:30 am – 2:30 pm

Hauppauge Middle School  
 600 Townline Road  
 Hauppauge, NY 11788  
 8:00 am – 4:00 pm

Bretton Woods Elementary School  
 1 Club Lane  
 Hauppauge, NY 11788  
 8:00 am – 4:00 pm

Forest Brook  
Elementary School  
299 Lilac Lane  
Smithtown, NY 11787  
8:00 am – 4:00 pm

Pines Elementary School  
22 Holly Drive  
Smithtown, NY 11787  
8:00 am – 4:00 pm

Times subject to change at any time as per needs of the District. The District may require additional hours for special events on an as needed basis. Any additional hours will be requested by the Director of Security.

The contractor must be able to provide back up support. In case a threat level increases, the contractor must have the capacity to provide additional support.

#### **D. Legal Compliance – Armed Security Guards**

Any corporation not incorporated under the Laws of New York State must furnish a copy of its certificate of authority from the New York State Secretary of State to do business in the State of New York.

The Contractor must, at its own expense, comply with all applicable federal, State and local laws regulations, and rules.

All necessary permits from county, State or other concerned Public authorities must be secured at the cost and expense of the Contractor. The Contractor must give all notices required by law, or ordinance, or the rules and regulations. The Contractor, however, must first notify the School District before proceeding with the securing of all necessary permits and giving the required notices.

The Contractor must comply, at its own expense, with all current NYS prevailing wage laws.

### **5. REQUESTED INFORMATION**

Only two copies of each proposal will be accepted, one titled “ORIGINAL” and the second titled “COPY” and should be submitted in a format that permits copying for review.

Each page of the proposal must be initialed by the individual submitting the proposal on behalf of the qualified individual or entity.

Incomplete submissions ***may not*** be considered for award. All materials submitted in response to this request for proposal will become the property of the District.

#### **A. Proposals**

All proposals must be submitted in two parts:

- Part I must consist of responses to management qualification items including a valid evidence of required insurance coverage
- Part II must consist of completed Quote Sheet.

Incomplete submissions may not be considered for award. All materials submitted in response to this request for proposal shall become property of the District.

**\*\*Please note that awards may be issued by category not in total.**

### **PART I – Management and Qualifications**

In setting forth its qualifications, each individual and agency submitting a proposal must provide the following information:

- A. Name and Title of the Individual submitting the response to this RFP.
- B. Name of Firm, and if applicable, as it is registered with either New York State Department of State or New York State Education Department.
- C. Business Address.
- D. Telephone Number.
- E. Facsimile Number.
- F. Email Address.
- G. Describe the individual or agency experience and expertise in and capacity to perform services being provided.
- H. Identify the nature of any potential conflict of interest the Proposer may have in providing the services to the District.
- I. Provide evidence of all licenses and registrations required for the Proposer and its personnel to provide the services required by this RFP.
- J. Provide evidence of required insurance as set forth in Appendix “A” (*see* Paragraph 6”).
- K. Complete and submit the attached Reference form and, if applicable include references from other school districts and/or governmental entities. Please be advised that the District may contact any reference listed.
- L. Provide any other information that might be beneficial to the District.

## **PART II - Cost**

This must include the proposed costs to provide the services. **Please use the Quote Sheet attached to this RFP for this purpose ONLY.** No other proposed costs will be considered. The Quote Sheet must be completed.

### **B. Performance Bond**

The successful Contractor may be required to deliver an executed Performance Bond of a corporate surety licensed to do business in the State of New York and be a A.M. Best Rated “A” or “A+” carrier, and must be satisfactory to the attorney for the school district, in the amount of **ONE HUNDRED PERCENT (100%) based on approximately 28.75 hours per day for approximately 52 days** of the accepted proposal for the faithful performance of the terms, covenants and conditions of the Contract. Such bond, if required, **must be delivered to the School Purchasing Agent within 10 calendar days** after notification of Award.

## **6. INSPECTION AND INFORMATION EXAMINATION OF THE SITES AND OTHER RELEVANT MATERIAL**

Each Proposer must visit the sites of the proposed work, fully acquaint and familiarize itself with the conditions as they exist and the character of the operations to be carried on under the proposed contract and make any investigations as it may see fit so that the Proposer may fully understand the facilities, difficulties and restrictions relating to the execution of the work under this contract. The failure or omission of any Contractor to receive or examine any form, instrument or document or to visit the sites and acquaint itself with the existing conditions, will in no way relieve any Proposer from any obligations with respect to its proposal. By submitting a proposal, the Proposer represents and agrees that it has carefully examined and investigated the sites and all other matters which in any way affect the work or performance of the contract. As a result of such examinations the Proposer fully understand the intent and purpose of the contract, and its obligations thereunder and that it will not make any claim for or have any right to damages because of any lack of information.

## **7. CONTRACTS**

Each Proposer awarded a contract pursuant to this RFP will separately enter into a written agreement with the District consistent with the provisions of this RFP (“the Agreement”). The Agreement will include the contract terms set forth in Appendix “A” to this RFP.

## **8. RENEWALS**

Successful Proposers may enter into contracts with the District for up to five years from the initial issuance of this RFP. The 2021-2022 school year will be considered the base year upon which the four-year extension period will be based. Rates on extended contracts may increase,

in each subsequent year, upon negotiation with each District, but in no case will such increase be more than the Consumer Price Index (C.P.I.) used by the New York State Education Department in setting tax levy limitations.

## **9. PROPOSAL EVALUATION/AWARD**

The objective of the District is to select the proposer whose proposal is judged to be in the best interest of the District and most responsive to this request for proposals. Upon selection of a proposal, the District intends to enter into a contract with that proposer for the provision of the required services. In evaluating the proposals, the District will consider among other things, the following:

**A. Qualifications of the Proposer:**

1. Ability of the Proposer to provide quality services;
2. Ability of the Proposer to comply with all applicable laws, rules and regulations;
3. Qualifications of the Proposer's proposed staff;
4. Financial stability of the Proposer;
5. Prior experience;
6. Demonstrated competence/knowledge;
7. Specialized expertise/skills;
8. Reputation/references;
9. Proposed technical strategies/methodologies in a special circumstance.

**B. Responsiveness of the proposal to the instructions and requirements of this RFP.**

**C. Costs.** The Proposer's ability to offer a fair and reasonable fee that is consistent with prevailing market conditions.

**D. Interviews, if requested by the District.**

Based on the award criteria, the District may, but will not necessarily choose the Proposer with the lowest proposed fee per related service. Any award of contract will be based on the sole discretion of the District.

The evaluation process is designed to award not necessarily to the Proposer of the least cost but rather to the Proposer(s) with the best combination of attributes based on the above-noted evaluation criteria.

The District reserves the right to award a contract to one or more Proposers and to award a contract to any Proposer for one, some or all of the categories of services offered in the Proposer's response. The District reserves the right to request additional information from or negotiate with any or all qualified Proposers or to cancel this RFP in its entirety, if it is in the best interests of the District to do so. The District may select as the successful proposal that proposal which, in the District's sole discretion and with whatever modifications the District and a Proposer may mutually agree upon, best meets the District's requirements.

The District reserves the right to waive any informality, technical defect, qualification, irregularity or omission in any proposal if, in the District's opinion, it is in the District's best interest to do so. The District reserves the right to accept any proposal by item or component or in part, or at the District's discretion, reject any or all proposals and re-advertise for new proposals, if in the District's opinion, the best interests of the District are promoted.

## QUOTE SHEET

Name of Proposer\_\_\_\_\_

Contact Name and Title\_\_\_\_\_

Address\_\_\_\_\_

Telephone #\_\_\_\_\_ Fax #\_\_\_\_\_

Email Address\_\_\_\_\_

**Payroll tracking software used by Proposer**\_\_\_\_\_

Type(s) of service and rate information for each type of service that would be included in a potential agreement with the District (or attach rate sheet):

**Provide armed security guard services per the attached specifications:**

**Regular Rate** \$\_\_\_\_\_ PER HOUR

**Overtime Rate** \$\_\_\_\_\_ PER HOUR

**Weekend Rate** \$\_\_\_\_\_ PER HOUR

**Holiday Rate** \$\_\_\_\_\_ PER HOUR

**REFERENCES:**

**(Submit this form with your RFP)**

Proposers must include with their proposal, a minimum of three (3) references where the bidder provides similar services to the services described herein. References must include contact names and telephone numbers.

**Reference (Name & Company)**

**Telephone Number**

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

### Contact Details

*(Please submit with your RFP)*

1.	Company name			
2.	Address			
3.	Telephone number			
4.	Fax number			
5.	Contact person			
6.	Position in Company			
7.	Email address			
8.	Website (if applicable)			
9.	Number of employees	Full time _____	Part Time _____	

**CERTIFICATION - IRAN DIVESTMENT ACT OF 2012**

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 each Proposer and each person is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

If this is submitted by a corporate entity, the corporate entity shall be deemed to have been authorized by the board of directors (or comparable entity) of the bidder, and such authorization shall be deemed to include the signing and submission of this bid and the inclusion therein of this certification as the act and deed of the corporate entity.

Name of Bidder:\_\_\_\_\_ (Print)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Print Name)

\_\_\_\_\_ (Print Title)

Date: \_\_\_\_\_