



CONTRACT INFO SHEET

Monroe County Division of Purchasing
200 County Office Building, Rochester NY 14614

DATE: JULY 8, 2021

CONTRACT UPDATE

BID TITLE: Security Guard Service

CONTRACT #: BP#1018-16 (4700007381)

CONTRACT DATES: 01/13/2017 – 12/31/2021

BUYER: Susan Archacki

PHONE: 585-753-1110

FAX: 585-753-1104

VENDOR(S): #11107274
Securitas Security Services USA, Inc.
1080 University Avenue
Rochester, New York 14607

CHANGES AS FOLLOWS:

Due to changes in the New York State Prevailing Wage the following increases are effective July 1, 2021.

Security Guard – Regular Billable Rate	\$24.81/hour
Security Guard – Overtime Billable Rate	\$35.99/hour
Supervisor – Regular Billable Rate	\$25.98/hour
Supervisor – Overtime Billable Rate	\$37.69/hour

A handwritten signature in black ink, appearing to read "Susan Archacki".

Susan Archacki
Buyer

XC: BP FOLDER
VENDOR
BUYER
B. SITTER



CONTRACT INFO SHEET

Monroe County Division of Purchasing
200 County Office Building, Rochester NY 14614

DATE: DECEMBER 29, 2020

CONTRACT UPDATE

BID TITLE: Security Guard Service

CONTRACT #: BP#1018-16 (4700007381)

CONTRACT DATES: 01/13/2017 – 12/31/2021

BUYER: Susan Archacki
PHONE: 585-753-1110
FAX: 585-753-1104

VENDOR(S): #11107274
Securitas Security Services USA, Inc.
1080 University Avenue
Rochester, New York 14607

CHANGES AS FOLLOWS:

The contract has been extended through December 31, 2021. The following increases will be effective January 1, 2021.

Security Guard – Regular Billable Rate	\$23.88/hour
Security Guard – Overtime Billable Rate	\$34.67/hour
Supervisor – Regular Billable Rate	\$24.89/hour
Supervisor – Overtime Billable Rate	\$36.14/hour


Susan Archacki
Buyer

XC: BP FOLDER
VENDOR
BUYER
B. SITTER



CONTRACT INFO SHEET

Monroe County Division of Purchasing
200 County Office Building, Rochester NY 14614

DATE: **JULY 10, 2020**

CONTRACT UPDATE

BID TITLE: Security Guard Service

CONTRACT #: BP#1018-16 (4700007381)

CONTRACT DATES: 01/13/2017 – 12/31/2020

BUYER: **Susan Archacki**

PHONE: 585-753-1110

FAX: 585-753-1104

VENDOR(S): #11107274
Securitas Security Services USA, Inc.
1080 University Avenue
Rochester, New York 14607

CHANGES AS FOLLOWS:

Due to changes in the New York State Prevailing Wage the following increases have been made, effective July 1, 2020.

Security Guard – Regular Billable Rate	\$23.55/hour
Security Guard – Overtime Billable Rate	\$34.20/hour
Supervisor – Regular Billable Rate	\$24.56/hour
Supervisor – Overtime Billable Rate	\$35.67/hour

Susan Archacki
Buyer

XC: BP FOLDER
VENDOR
BUYER
B. SITTER

TERMS AND CONDITIONS

BID ITEM:

Security Guard Service

FOR:

Monroe County Public Safety

PURCHASING CONTACT:

Walter B. LaRaus, (585) 753-1121

DUPLICATE COPIES:

PLEASE SUBMIT YOUR BID IN DUPLICATE; THE ORIGINAL AND ONE (1) COPY.

BID INFORMATION:

At the time of bid, the bidder shall supply detailed specifications covering the item(s) contained herein and shall clearly indicate any areas in which item or items offered do not fully comply with the specifications contained herein.

SUBMITTAL OF FORMAL PROPOSAL:

Bid proposal must be legible and submitted in the original form, bearing an original signature. **EMAILS AND FACSIMILES ARE NOT ACCEPTABLE.**

All bidders must submit proof that they have obtained the required **Workers' Compensation and disability benefits** coverage or proof that they are exempt.

SPECIFICATION ALTERATIONS:

Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. **Only formal written addenda can materially alter this set of specifications.** No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.

QUANTITIES:

The quantities listed are the estimated annual requirements and should not be construed to represent either maximum or minimum quantities to be ordered during the contract term.

QUALIFIED BIDDER:

Each bidder must be prepared to present satisfactory proof of his capacity and ability to perform this contract. Such proof may include, but is not limited to, an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. **The Purchasing Manager reserves the right to reject any bid where the bidder cannot satisfy the County as to their ability to perform.** Monroe County reserves the right to reject any and all bids if the Monroe County Purchasing Manager deems said action to be in the best interests of Monroe County.

METHOD OF AWARD:

Monroe County intends to award the bid to the lowest responsive and responsible bidder, based on the **STRAIGHT GUARD RATE**. **Bidder must bid on all items in order to be considered.** **The County reserves the right to reject any and all bids if the Purchasing Manager deems said action to be in the best interest of the County.**

BUYER CONTACT:

The Buyer, identified below, is the sole point of contact regarding this Bid from the date of issuance until the bids are opened and the results made public.

Walter B. LaRaus
Monroe County Division of Purchasing
200 County Office Building

39 West Main Street
Rochester, NY 14614
Email: wlaraus@monroecounty.gov

All requests for bid clarification must be submitted in writing to the Buyer referenced above and received no later than close of business (5:00 PM Eastern Standard Time) on **October 26, 2016**.

All questions will be answered and documented in writing as an Addendum to the Bid. These will be sent out to all Bidders who received the original Bid no later than **November 2, 2016**.

CONTRACT TERM:

Contract will start on **January 1, 2017** and run through **December 31, 2017**, with the option to renew the contract up to four (4) additional twelve (12) month periods with the mutual consent of both parties.

MINIMUM ORDER:

No minimum order is specified for this contract. Agencies must be able to order as needed. **Political subdivisions and others authorized by law may participate in this contract.**

**PURCHASE ORDER
ISSUANCE:**

Delivery of services may be directed by the receipt of a Purchase Order only. **Items that are not part of this bid will not be paid for by Monroe County.**

As to all purchase orders issued by Monroe County, exceptions may only be authorized, in writing, by the Purchasing Manager or her authorized agent prior to delivery.

**BILLING
PROCEDURE:**

All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of Item Purchased, BP#, Item #, Extension and Total. **ALL INVOICES MUST BE MARKED WITH THE PURCHASE ORDER NUMBER. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.**

**UNCONTEMPLATED
PURCHASES:**

Monroe County reserves the right to request separate bids for such quantities of items on this contract that may be best procured via separate public bid offering and to otherwise act in furthering its own best interests.

**SECURITIES AND
INSURANCE:**

Any Certificates of Insurance, Bonds or other forms of security required by this bid are to be submitted to the Purchasing Manager no later than ten (10) normal business days following the date of notification of award. Documents must be received by the close of business, 5:00 pm on that day.

**COMPLIANCE WITH
THE LAW:**

The Bidder agrees to procure all necessary licenses and permits. The Bidder shall comply with all laws, rules and regulations pertaining to the payment of wages and all other matters applicable to the work performed under this under this contract.

BACKGROUND CLEARANCE:

The successful bidder, at the request of Monroe County, will obtain from Monroe County Sheriff's Department and/or Rochester Police Department, a background police record check for any or all guards that will be assigned as a result of this contract to include registry for child abuse. All guards have to be registered with proof of registration and certificate of the pre-assignment training course. Information obtained as a result of this check will be provided to the Monroe County Purchasing Manager or her designee. The above qualifications will be used by the County in determining the reliability and reputability of the bidder. They may be modified when, in the

interests of the County; reliability and reputability can be better determined. Background checks and Central Registry checks must be done upon hiring of any and all guards.

**DELETIONS OR ADDITIONS
TO THE CONTRACT:**

The County of Monroe reserves the right to delete any location/job classification used in these specifications if service should no longer be required by the department or office concerned. Likewise, the County reserves the right to add additional locations/job classifications to be serviced should it be required. The cost of such service shall be negotiated with the Contractor at a price consistent with other unit prices within the contract.

SUBCONTRACT:

The Contractor shall not subcontract any work without first obtaining the written consent of the Monroe County Purchasing Manager.

RELATED ITEMS:

The County reserves the right to add miscellaneous related items to this contract during the contract term upon agreement by both parties as to the price. Approval must be given in writing by the Purchasing Manager or her Designee.

**REPORT OF
PURCHASE:**

The Contractor must, upon request, provide the County Purchasing Manager with detailed information showing how much of each item was delivered to any and all agencies under this contract. This includes deliveries to not only the County but any other municipality or agency which orders from this contract.

OTHER AGENCIES:

The Contractor(s) must honor the prices, terms and conditions of this contract with political subdivisions or districts located in whole or in part within Monroe County. In addition, the Contractor may, but is not required to, extend the prices, terms and conditions of this contract to any political subdivision or district. Usage of this contract by any of these other political subdivisions or districts will have to be coordinated between that subdivision or district and the Contractor. Orders placed against this contract between any subdivision or district will be contracts solely between the Contractor(s) and those entities. Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the Contractor(s) and any third party.

NYS WAGE RATES:

Pursuant to Article 9 of the New York State Labor Law, as amended, the Contractor (and related Subcontractors) will be obligated to pay all workers in the covered classes only the applicable prevailing wage rates and supplements. The minimum hourly wage rate to be paid the various classes of labor performing work under this contract shall be in accordance with schedules which have been established or may hereafter be established or increased, by the New York State Department of Labor during the contract term. Refer to NYS Wage Schedule PRC# 2016901146 developed for this project and attached hereto.

Building Service Rates (Article 9) are determined annually on July 1 and remain in effect through June 30 of the following year. When the new rates are determined, the Contractor's standard hourly rate shall be changed by an amount exactly equal to the NYS DOL wage schedule adjustment (wage rate and supplemental benefits only). The updated rates shall be paid retroactively to July 1st of each year.

PRICE CHANGES:

The labor rate per hour shall remain firm for the contract term unless established wage schedules are changed (increased or decreased) by the New York State Department of Labor (NYS DOL). In the event such wages are changed by NYS DOL, the Contractor's labor rate per hour will be changed in an amount exactly equal to that of NYS DOL wage schedules (wage rate plus supplemental benefits only).

Administrative overhead and profit are included in the hourly Security Guard and Vehicle Patrol rates and shall remain constant during the contract term. Adjustments to administrative overhead and profit will be considered by the County only at the time of contract renewal and may be proposed by either party no later than forty-five (45) days prior to contract extension with supportive justification acceptable to the County. Should price changes not be acceptable to both parties, the contract will not be extended. These changes are made only at the time of contract extension.

INDEMNIFICATION:

The Contractor shall defend, indemnify and save harmless the County, its officers, agents, and employees from and against all liability, damages, costs or expenses, causes of actions, suits, judgments, losses, and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained, or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, its agents or employees, the provision of any products by the Contractor, its agents or employees, arising from any act, omission or negligence of the Contractor, its agents or employees, or arising from any breach or default by the Contractor, its agents or employees under the Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Contractor.

Terms & Conditions-Term Contract-Commodity-Single Award doc (8/03)

SECURITY GUARD SERVICE SPECIFICATIONS

1. Security Guard Company Minimum Requirements:

- A. New York State Watch Guard, Patrol & Security Guard Licensed as required under New York State Licensing Law.
- B. The successful bidder must also have a local office within Monroe County, and on local staff, certified crime prevention officer(s) or instructor(s) to assist the County Security Supervisor with crime prevention programs or security surveys when requested. Such support shall be provided at the sole expense of the Contractor.
- C. The successful bidder must also have law enforcement experienced investigator(s) on local staff to assist the County Supervisor with any investigation of an incident involving the security guards. Such support shall be provided at the sole expense of the Contractor. Documentation of this experience must be presented at the time of bidding.
- D. Employees of the successful bidder will be of sufficient number within a thirty (30) day period to begin shift responsibilities as herein enumerated. Evidence of sufficient and properly trained staff including but not limited to guards, supervisory personnel, trainers and any and all other personnel that may work on a County site or with any function of the County and all other requirements, must be presented prior to award of this contract.
- E. A trainer with a sufficient training experience shall conduct the training. The County shall determine sufficient experience in its sole discretion. Such support shall be provided at the sole expense of the Contractor.

2. Guard Performance and Minimum Requirements:

- A. All guards must be New York State Certified.

Minimum age requirement is 21 years of age to work at Monroe County Sites.

Must have a minimum General Equivalency Diploma (GED) or High School Diploma and present proof of either. A copy shall be maintained in the employee file.

A minimum of three (3) year's experience in either law enforcement, military service (with DD214, honorable discharge) or security guard service.

Supervisor and all guards must be fully trained for each Monroe County site at which the guard may be working, including fire alarm systems, security alarm systems and all areas of concern at that site.

Prior to each guard's assignment, the Contractor will submit to the Supervisor of County Security written documentation of training and must provide a checklist prior to guard placement (Section 3B). All guards must have law enforcement background check and NYS Central Registry check prior to being assigned to a Monroe County facility.

- B. **County Procedures:**

Guards must have full knowledge of all Monroe County Site Specifics and follow procedures. There shall be sufficient guard numbers to allow rapid transfer of a guard from one location to another in the event of an emergency. The Supervisor shall have the ability to roam the site and not be assigned to a specific post.

- C. **Punctuality:**

Guards must report to their assigned County facility and be on their post five minutes before the start of their shift.

- D. **Appearance:**

Guards must report to duty in full uniform.

The uniform that the guards will wear will be approved by the County. The uniform look will consist of industry standard apparel, officer shirt, short and long sleeve, pants, skirt, blouse, ties, blazers, black shoes, weather uniforms and gear as needed. This will include the corporate logo and standard uniform appearance. All uniforms and equipment shall be provided at the sole expense of the Contractor.

Monroe County issued identification, badges, company shield, name tags, New York State identification, all must be visibly displayed.

Uniforms must be cleaned and pressed and shoes must be shined and polished.

Uniforms must fit and be worn properly. Contractors shall be responsible for properly fitting uniforms of all their personnel while they are on duty at Monroe County sites.

E. Conduct:

Contractor agrees to remove from County service of any employee whose conduct Monroe County feels is detrimental to the best interest of the County.

Guards are not allowed to bring in or use televisions, radios or any other personal electronic or entertainment devices, including cell phones for entertainment purposes.

Guards are not permitted to socialize with friends, bring or allow family, friends or personal visitors into any County site while the guard is working or on lunch or break. Guards will not inquire about special favors for friends or family.

Guards will not use site business telephones or any other business equipment owned by the County or its employees for personal use, without prior consent.

Cell phones/public phones must be used for personal use only when the guard is on his/her assigned break or lunch. If a personal emergency necessitates, the use of a County phone may be used and must be so noted on the Monroe County incident report. If at any time a guard has been found to use a Monroe County telephone in which charges of any nature are incurred, such as user time charges, etc. he/she and/or the Contractor will be held responsible for those charges.

3. Guard Training Requirements:

A. It will be the contracted Security Guard Company's responsibility to ensure that proper documentation of training is completed and forwarded to the County Security Supervisor before a new guard starts.

B. All employees of the successful bidder will be trained in all site specifics:

1. Basic security responsibilities
2. Patrol procedures
3. Parking lot control
4. Public relations, customer service
5. Report writing
6. Techniques and mechanics of managing aggressive behavior
7. Weapons screening (magnetometer use and handheld units)
8. Standard first aid, CPR Training and Defibrillator
9. On a case-by-case basis, some locations may require more technical skills or training. Such skills or additional training will be at the sole expense of the Contractor.
10. Written documentation of training and knowledge for each guard at the site he/she will be stationed must be presented to the County Security Supervisor before any guard is stationed at any County site.
11. All guards must be trained on Monroe County site specific procedures.
12. In addition to the New York State required training, each guard will be required to have a minimum of 16 hours site training before starting normal duties at the sole expense of the Contractor. The 16-hour training requirements include being familiar with fire alarm systems, security systems and all areas of each building to which the guard may assigned.
13. Monroe County will provide 4 to 8 hours of training specific to County procedures at County's expense.

No guard shall be placed in any building or on any site prior to the above requirements being met.

- C. Personnel regularly employed by the Contractor shall accomplish the service involved in this contract.
- D. The successful bidder will provide a trainer who knows the complete operation of each site. The trainer will provide written, detailed documentation to the Monroe County Security Supervisor.
- E. All training will be documented and signed by the trainer and the trainee. The documentation must show that the trainee has a complete and thorough knowledge and understanding of the County site and all safety and security requirements of that site.
- F. Prior to each guard's assignment, the Contractor will submit to the County Security Supervisor, written documentation of training and knowledge at the site the guard will be assigned or stationed. All Law Enforcement Background and NYS Central Registry information shall be submitted to the County Security Supervisor.

4. Scope of Services:

A. Staffing:

Approximately 50 guards will be needed to staff the County sites.

The following is a listing of the locations, approximate number of guards, approximate hours per day, approximate hours per week and approximate number of total guard hours per week for each location where security services are needed.

Location	# Guards	Days/week	Hours/day	Hours/week	Guard Hours by Location/Week
111 Westfall Road	6	M-F	8	40	248
	1	Saturday	8	8	
691 St. Paul Street	11	M-F	8	40	440
39 West Main Street (COB)	1	M-F	8	40	65.5
	1	M-F	3.5	17.5	
	1	Saturday	8	8	
47 North Fitzhugh (Watts)	2	M-F			45
Irondequoit DMV	1	M-F	8	40	42
	1	W	2	2	
Greece DMV	1	M-F (12-4 pm)	4	20	20
Henrietta DMV	1	M-F (12-4 pm)	4	20	20
50 West Main (City Place)	5	M-F	8	41	215
		Overtime		10	
855 West Main (Clinic)	1	M-F (1-4 pm)	3	15	15
County Clerk (COB)	1	1 Sa/month	4		4
1099 Jay Street	1	M&F	8	16	52

	1	T/W/Th	12	36	
451 E. Henrietta Road (Pediatric Center)	2	M-F	8	40	144
	2	M-F	6.4	32	
33 North Fitzhugh St. (Monitoring Center)	3	Su-Sa	24	168	208
	1	M-F	8	40	
400 Rush-Scottsville Rd. Rush, (Children's Detention Center)	2	M-F	6	60	76
	2	Sa&Su	8	16	
Vehicle Patrol	1	F/Sa/Su	8	24	24
Totals	49				1,618.5

Additional Staffing:

The County shall have the right, at any time, to increase or decrease the amount of security guard services required. No overtime due to late relief or any other reason, without the prior approval by the Monroe County Security Supervisor will be reimbursed. If there is a request for guard service, a minimum of three and one-half hours will be paid to the Contractor.

B. Hourly Rates:

Monroe County will not pay any shift differential for holidays, weekends, evenings or nights.

Overtime:

No overtime shall be paid unless the Monroe County Security Supervisor gives prior approval.

C. Billing:

Individual invoices must be submitted by site only with the guard(s) name and hours worked. Special detail assignments must be on a separate invoice detailing the assignment and the site. At no time will training hours or sales tax be on an invoice. All incorrect invoices must be resubmitted.

D. Lunch/Breaks:

Contract guards will be allowed to have lunch and breaks at designated locations only at each site and may not leave the site for any purpose. This is for paid and unpaid lunch or breaks.

E. Shifts:

When a relief is available, guards working a minimum 8 hour shift will take a ½ hour unpaid lunch break and two, 15 minute paid breaks unless the work or an incident prevents that from happening. When no relief is available, the guard may take a 20 minute paid lunch at his post. All other breaks and lunches at all County sites will be discussed with the Contractor and agreed upon with the Monroe County Security Supervisor.

F. Supervision:

Contractor must have a Supervisor at a site where there are two or more guards assigned. There also must be an Area Manager available that will oversee all Monroe County sites. The Area Manager is to be provided at the sole expense of the Contractor. The Area Manager must be solely dedicated to Monroe County without responsibility for other accounts outside of Monroe County Government.

The contracted security supervisor will report directly to the Monroe County Security Supervisor. Site guards from all Monroe County sites will check in and communicate by telephone or other communication system in place with the contract security supervisor. The contract security supervisor will ensure that all vacant positions are filled at Monroe County sites due to sickness and other emergencies when guards fail to report for duty or become ill. On a daily basis, reports of attendance from all County sites will be faxed to the Monroe County Security Supervisor along with an activity log.

It will be Contractor's responsibility to notify the County Security Supervisor of incidents at County sites as soon as possible. The Contractor will also be responsible for contacting building maintenance supervisors or their designee of problems related to building functions such as water leaks, fire and other operational functions. This will be done by phone and in writing.

G. Radio Communications:

At the direction of Monroe County, the successful bidder must provide operable emergency radio communication from a suitably located local base station to portable units with on-site guards assigned to Monroe County sites. The total radios that will be needed will be determined by the number of sites, supervisory personnel, outside patrols and single stationed sites. The Contractor shall provide, at the Contractor's expense, suitable portable radios so that all guards at each site can communicate with all other guards at that site and other County sites. The contract supervisor must be equipped with cell phone and must be capable of communicating with each of the guards. The successful bidder must provide twenty-four (24) hours per day, seven (7) days per week on call local service allowing direct communication to the contract supervisor. Minimum requirement is one (1) radio for each guard.

H. Accountability:

Including, but not limited to, neglect, errors, lost keys, loss or replacement of Monroe County Identification, damage, loss of coverage, conduct and any other act that a guard causes, in which the County or an employee of the County, incurs an expense, the Contractor will be held liable for any and all expenses the County or employee must incur due to the Contractor or guards performance or actions.

I. Monroe County Identification Badges:

Monroe County will supply the first ID badge to all first assigned guards. Any replacement guard identification or identification needed for a new guard to be assigned to a site to replace a guard will be at the sole expense of the Contractor at the rate of \$10.00 per identification badge. This expense will be subtracted from invoicing.

J. Vehicle Patrol:

Marked security vehicle must be provided by Contractor for use during hours as detailed in Scope of Services (A).

UNIT PRICE SHEET - UPDATED JANUARY 2, 2020

Security Guard	\$22.93/hr.
Security Guard- Overtime	\$33.26/hr.
Security Guard Supervisor	\$24.49/hr.
Security Guard Supervisor - Overtime	\$35.60/hr.

MONROE COUNTY PURCHASING
Vendor Performance Survey

Contract Title:

Contract Number:

Vendor:

Please rank the vendor performing the contract specified on a scale from "1" to "10" with "1" being poor, "5" average and "10" excellent. Please include any additional comments or suggestions in the space provided below. Monroe County Purchasing appreciates your input.

	Poor				Average					Excellent
	1	2	3	4	5	6	7	8	9	10
Item(s) supplied met specifications										
Product provided value (taking into account price, quality, etc.)										
Timeliness of delivery										
Completeness and accuracy of order										
Ability to contact representatives of vendor when needed? (If unavailable was call back prompt?)										
Invoices received promptly and accurately										
Recommendations received from the vendor (i.e. product information, cost saving strategies, ideas for better use of resources, etc.)										

Survey Completed by:

Name:

Title:

Agency:

Telephone: _____ **Fax:**

E-mail:

Please submit this survey to Monroe County Purchasing.