

# **Cornwall Central School District**

## **REQUEST FOR PROPOSALS FOR SECURITY OFFICER SERVICES (ID# SOS-1)**

**July 1, 2020**

**Cornwall Central School District  
Assistant Superintendent for Business  
24 Idlewild Avenue  
Cornwall-On-Hudson, NY 12520  
(845) 534-8009 FAX (845) 534- 9032**

## I. OVERVIEW

The Cornwall Central School District (hereafter “the District”) is seeking proposals from security firms (thereafter “the firm”) to provide security officer services. The specifications included herein, as well as the awarded bidder’s proposal, will represent the Agreement between the District and the security firm.

To be considered, a proposal must be received by Harvey Sotland, Assistant Superintendent for Business, by **10:00 A.M. on July 24, 2020.**

## II. SCOPE / SPECIFICATIONS OF SERVICES

### A. Term

The District is soliciting the services of qualified security firms to provide security officer services for a three-year term beginning with the 2020-21 school year (September 1, 2020 through June 30, 2023). At the discretion of the Board of Education, these services may be renewed for an additional two year term with an annual increase of the lesser of 2% or CPI (based May to May CPI index). The firm agrees that it will not delegate or subcontract its responsibilities under an agreement without the express written permission of the Cornwall Central School District.

### B. Scope / Specifications 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, incur all expenses, and secure all permits necessary to complete the work in every respect. The scope of the work includes, but is not limited to the following:

- Security Officer Services as needed at the following schools on school days as per the District calendar. The number of security officers and their time requirement is anticipated to be:
  - Cornwall High School
    - One security officer covering 6:15 a.m. to 2:15 p.m. (8 hours).
    - One security officer covering 6:45 a.m. to 12:45 p.m. (6 hours).
    - One security officer covering 6:45 a.m. to 12:45 p.m. (6 hours).
    - One security officer covering 9:00 a.m. to 2:30 p.m. (5.5 hours).
    - One security officer covering 10:30 a.m. to 2:30 p.m. (4 hours).
    - One security officer covering 2:00 p.m. to 6:00 p.m. (4 hours).
  - Cornwall Middle School
    - One security officer covering 7:00 a.m. to 3:00 p.m. (8 hours).
    - One security officer covering 2:00 p.m. to 6:00 p.m. (4 hours).
  - Cornwall Elementary School
    - One security officer covering 8:15 a.m. to 3:45 p.m. (7.5 hours).
  - Willow Avenue Elementary School
    - One security officer covering 8:15 a.m. to 3:45 p.m. (7.5 hours).

- Cornwall-on-Hudson Elementary School
  - One security officer covering 8:15 a.m. to 3:45 p.m. (7.5 hours).
- District-wide Floater
  - One security officer covering 9:00 a.m. to 2:00 p.m. (5 hours).
- Security Officer Services as needed at District sponsored events (i.e., sporting events, extracurricular activities).
- 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 Assistant Superintendent for Business no later than the 15<sup>th</sup> day of the subsequent month.
- The proposal should contain pricing information that is all-inclusive, encompassing all direct and indirect costs, including all of the firm's out-of-pocket expenses.
- The District will not be responsible for bidders' expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

### ***C. Insurance Requirements***

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the professional consultant hereby agrees to effectuate the naming of the District as an Additional Insured on the professional consultant's insurance policies, except for workers' compensation and N.Y. State Disability insurance.
2. The policy naming the District as an Additional Insured shall:
  - a. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to Conduct business in New York State. A New York licensed and admitted insurer is strongly preferred. The decision to accept non-licensed and non-admitted carriers lies exclusively with the District and may create additional vulnerability and costs for the District.
  - b. State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers.
  - c. Additional insured status shall be provided by standard or other endorsements that extend coverage to the District (CG 20 26) or equivalent. The decision to accept an endorsement rest solely with the District. A completed copy of the endorsements must be attached to the Certificate of Insurance.
3.
  - a. The certificate of insurance must describe the services provided by the security firm that are covered by the liability policies.
  - b. At the District's request, the security firm shall provide a copy of the declaration page of the liability and umbrella/excess policies with a list of

endorsements and forms. If requested, the security firm will provide a copy of the policy endorsements and forms.

4. The professional consultant agrees to indemnify the District for applicable deductibles and self-insured retentions.
5. Minimum Required Insurance:
  - a. **Commercial General Liability Insurance**  
\$1,000,000 per occurrence/ \$2,000,000 aggregate.  
The general aggregate shall apply on a per-project basis (where applicable).
  - b. **Automobile Liability**  
\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.
  - c. **Workers' Compensation and NYS Disability Insurance**  
Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.
  - d. **Umbrella/Excess Insurance**  
\$3 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required General Liability and Professional Liability coverage.
6. The security firm acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract. The security firm is to provide the district with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work.

#### ***D. Early Termination***

If the awarded bidder fails to perform in accordance with said agreement, the District reserves the right to cancel the agreement and purchase the balance of the services from other sources, with the awarded bidder responsible to the District for any cost in excess of their proposed/awarded fee. Such notification will be provided to the firm via certified mail.

### **III. DESCRIPTION OF THE SCHOOL DISTRICT**

#### ***A. Contact Persons***

The firm's principal contact with the Cornwall Central School District will be the Assistant Superintendent for Business, Harvey Sotland (845-534-8009 ext. 7100).

## ***B. Background Information***

The fiscal year of the District is July 1 through June 30.

The District provides educational services from kindergarten through the twelfth grade. The District, located in Orange County in the State of New York, is approximately 60 miles north of New York City. The District has a student population of approximately 3,100. The District has three elementary schools, one middle school and one high school. The District has approximately 480 full and part-time employees. The District is governed by nine Board of Education members. The Central Administration is comprised of the Superintendent of Schools, Assistant Superintendent for Business, Assistant Superintendent for Curriculum and Instruction, Director of Pupil Personnel Services, Director of Buildings and Grounds, Director of Human Resources, Director of Food Services, Director of Guidance, Director of Health and Safety, and Athletic Director. The High School has a principal and two assistant principals. The Middle School has a principal and two assistant principals. Each of the elementary schools has a principal, with one also having an assistant principal.

## **IV. TIME REQUIREMENTS**

### ***A. Proposal Calendar***

The following is a list of key dates up to and including the date proposals are to be submitted:

- Request for proposals issued July 1, 2020
- Due date for proposals July 24, 2020 (by 10:00 am)

## **V. PROPOSAL REQUIREMENTS**

Security firms wishing to submit proposals to the District must include the following:

- A statement of the fees the firm intends to charge the District as outlined on the attached submittal Schedule #2.
- Provide the names and resumes of all principal, supervisory and management staff to be assigned to the Cornwall Central School District. The firm should also provide as much information as possible regarding the qualifications, experience, and training, including relevant continuing professional education, of the specific security officers to be assigned to the Cornwall Central School District.
- 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 (see attached Schedule #1).
- Provide the name, address, and phone number of the individual(s) that will assume responsibility for these security officer services.
- 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.
- A signed statement of non-collusion and Iran Divestment Act Certification (see attached forms).

- 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.
- Completion of attached Appendix A – “Work Requirement / Experience Checklist.”

**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, all such services shall be performed at the same rates set forth in the schedule of fees included in the proposal.

Each firm shall submit an original proposal to the following address:

Harvey Sotland  
Assistant Superintendent for Business  
Cornwall Central School District  
24 Idlewild Avenue  
Cornwall-On-Hudson, New York 12520

The sealed envelope shall be labeled: “Security Officer Services Proposal.” All proposals must be received no later than **10:00 A.M. on July 24, 2020**, Eastern Standard Time (EST). Late bids will not be opened and will be returned to the sender.

## **VI. 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.

The District reserves the right without prejudice 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.

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.



### **SCHEDULE #3: FIRM CONTACT**

The following individual(s) is responsible for this proposal and any services awarded.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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



**APPENDIX A**  
**Work Requirement / Experience Checklist**

Work Requirement / Experience	Yes	No	Reference / Source	Comments
All employees have a complete criminal background check with a clean record.				
All employees have fingerprint clearance as per State Education Department regulations.*				
All security officers are subject to random drug testing.*				
100% of employees assigned to the District are A.E.D. trained.*				
100% of all employees assigned to the District are CPR certified.*				
All security officers assigned to the District have a minimum of 2 years of experience as a present or former law enforcement and/or military officer.*				
Firm has experience working in a high school setting with a minimum of 500 students.				
Firm has experience working in a middle school with a minimum of 500 students.				
All security officers assigned to the District have peer mediation or conflict resolution certification.*				

Work Requirement / Experience	Yes	No	Reference / Source	Comments
Firm has provided safety and security training to school staff and students. List classes taught and target audience.				
All security officers assigned to the District have experience with interviewing students.				
All security officers assigned to the District have experience with crowd control.				
All security officers assigned to the District have experience monitoring hallways, stairways, cafeterias/eating areas, restrooms, parking lots, and school grounds.				
All security officers assigned to the District have experience with bringing safety concerns in the buildings immediately to an administrator / building principal.				
All security officers assigned to the District have experience in responding effectively to requests from District personnel for assistance with sick, injured, or disruptive students and staff.				
All security officers assigned to the District have experience with providing training on how to safely stop an altercation, when requested.				
All security officers assigned to the District have experience with providing training on how to identify an intruder and what to do when finding an intruder, when requested.				

Work Requirement / Experience	Yes	No	Reference / Source	Comments
All security officers assigned to the District have experience working with building and District administration on fire drills, evacuation drills, and any other drill.				
All security officers assigned to the District have experience maintaining a lock down when requested by the building or District administration.				
All security officers assigned to the District have experience and provided guidance for emergency vehicles ordered for or in route to District facilities.				
All security officers assigned to the District have experience with reporting any damage / graffiti to District facilities to the appropriate District administration.				
The security firm is licensed with the NYS Department of State – Division of Licensing Services as a Watch Guard and Patrol Agency. *				
All security officers assigned to the District must be licensed with the NYS Department of State – Division of Licensing Services as a security guard. *				

**\* Appropriate documentation must be provided with your proposal.**

BID PROPOSAL and NON-COLLUSIVE BIDDING CERTIFICATIONS

Firm Name: \_\_\_\_\_

Business Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date of Bid/Proposal \_\_\_\_\_

I. General Bid Certification

The bidder certifies that s/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 s/he is complying with Section 103-d of the General Municipal Law as follows:

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;

(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 his/her 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.

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 or partnership.

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

Title \_\_\_\_\_

**IRAN DIVESTMENT ACT CERTIFICATION**

The Iran Divestment Act of 2012 (“Act”), Chapter 1 of the 2012 Laws of New York, added State Finance Law (SFL), §165-a and General Municipal Law §103-g, effective April 12, 2012. Under the Act, the Commissioner of the New York State Office of General Services (“OGS”) developed a list (“Prohibited Entities List”) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). In accordance with SFL §165-a(3), the Prohibited Entities List may be found at the OGS website: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>

Pursuant to General Municipal Law §103-g, by signing below, Bidder certifies as true under the penalties of perjury that: By submission of this proposal each Bidder and each person signing on behalf of any Bidder 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 Bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law.

A proposal shall not be considered for award nor shall any award be made where the certification has not been made, provided, however, that if in any case the Bidder cannot make the certification, the Bidder shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefor. The Cornwall Central School District (“District”) may award a contract to a Bidder who cannot make the required certification on a case-by-case basis if:

- 1) The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the person 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 District makes a determination that the goods and services are necessary for the District to perform its functions and that, absent such exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

During the term of the Contract, should the District receive information that a person is in violation of the above-referenced certifications, the District will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the contractor in default.

The District reserves the right to reject any bid, proposal, contract or request for assignment for an entity that appears on the Prohibited Entities List prior to the award or execution of a contract or any renewal thereof, as applicable, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities List after contract award.

_____ DATE	_____ SIGNATURE
_____ BUSINESS NAME	_____ PRINTED NAME
	_____ TITLE

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**Orange County Article 9**

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**Guards, Watchmen**

**07/01/2020**

**JOB DESCRIPTION** Guards, Watchmen

**DISTRICT** 10

**ENTIRE COUNTIES**

Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester

**WAGES**

Per hour: 07/01/2020

\$ 17.94

**IMPORTANT INFORMATION:**

Article 9 §230.6. "Prevailing wage" means the wage determined by the fiscal officer to be prevailing for the various classes of building service employees in the locality. In no event shall the basic hourly cash rate of pay be less than the statutory minimum wage established by article nineteen of this chapter, or, in a city with a local law requiring a higher minimum wage on city contract work, less than the minimum wage specified in such local law.

**SUPPLEMENTAL BENEFITS**

Per hour: \$ 2.25

**OVERTIME PAY**

See (B, B2) on OVERTIME PAGE

**HOLIDAY**

Paid: See (1) on HOLIDAY PAGE

10-NYS/R&S

## Overtime Codes

Following is an explanation of the code(s) listed in the OVERTIME section of each classification contained in the attached schedule. Additional requirements may also be listed in the HOLIDAY section.

NOTE: Supplemental Benefits are 'Per hour worked' (for each hour worked) unless otherwise noted

- ( AA ) Time and one half of the hourly rate after 7 and one half hours per day
- ( A ) Time and one half of the hourly rate after 7 hours per day
- ( B ) Time and one half of the hourly rate after 8 hours per day
- ( B1 ) Time and one half of the hourly rate for the 9th & 10th hours week days and the 1st 8 hours on Saturday.  
Double the hourly rate for all additional hours
- ( B2 ) Time and one half of the hourly rate after 40 hours per week
- ( C ) Double the hourly rate after 7 hours per day
- ( C1 ) Double the hourly rate after 7 and one half hours per day
- ( D ) Double the hourly rate after 8 hours per day
- ( D1 ) Double the hourly rate after 9 hours per day
- ( E ) Time and one half of the hourly rate on Saturday
- ( E1 ) Time and one half 1st 4 hours on Saturday; Double the hourly rate all additional Saturday hours
- ( E2 ) Saturday may be used as a make-up day at straight time when a day is lost during that week due to inclement weather
- ( E3 ) Between November 1st and March 3rd Saturday may be used as a make-up day at straight time when a day is lost during that week due to inclement weather, provided a given employee has worked between 16 and 32 hours that week
- ( E4 ) Saturday and Sunday may be used as a make-up day at straight time when a day is lost during that week due to inclement weather
- ( E5 ) Double time after 8 hours on Saturdays
- ( F ) Time and one half of the hourly rate on Saturday and Sunday
- ( G ) Time and one half of the hourly rate on Saturday and Holidays
- ( H ) Time and one half of the hourly rate on Saturday, Sunday, and Holidays
- ( I ) Time and one half of the hourly rate on Sunday
- ( J ) Time and one half of the hourly rate on Sunday and Holidays
- ( K ) Time and one half of the hourly rate on Holidays
- ( L ) Double the hourly rate on Saturday
- ( M ) Double the hourly rate on Saturday and Sunday
- ( N ) Double the hourly rate on Saturday and Holidays
- ( O ) Double the hourly rate on Saturday, Sunday, and Holidays
- ( P ) Double the hourly rate on Sunday
- ( Q ) Double the hourly rate on Sunday and Holidays
- ( R ) Double the hourly rate on Holidays
- ( S ) Two and one half times the hourly rate for Holidays

- ( S1 ) Two and one half times the hourly rate the first 8 hours on Sunday or Holidays One and one half times the hourly rate all additional hours.
- ( T ) Triple the hourly rate for Holidays
- ( U ) Four times the hourly rate for Holidays
- ( V ) Including benefits at SAME PREMIUM as shown for overtime
- ( W ) Time and one half for benefits on all overtime hours.
- ( X ) Benefits payable on Paid Holiday at straight time. If worked, additional benefit amount will be required for worked hours. (Refer to other codes listed.)



## Holiday Codes

### PAID Holidays:

Paid Holidays are days for which an eligible employee receives a regular day's pay, but is not required to perform work. If an employee works on a day listed as a paid holiday, this remuneration is in addition to payment of the required prevailing rate for the work actually performed.

### OVERTIME Holiday Pay:

Overtime holiday pay is the premium pay that is required for work performed on specified holidays. It is only required where the employee actually performs work on such holidays. The applicable holidays are listed under HOLIDAYS: OVERTIME. The required rate of pay for these covered holidays can be found in the OVERTIME PAY section listings for each classification.

Following is an explanation of the code(s) listed in the HOLIDAY section of each classification contained in the attached schedule. The Holidays as listed below are to be paid at the wage rates at which the employee is normally classified.

- ( 1 ) None
- ( 2 ) Labor Day
- ( 3 ) Memorial Day and Labor Day
- ( 4 ) Memorial Day and July 4th
- ( 5 ) Memorial Day, July 4th, and Labor Day
- ( 6 ) New Year's, Thanksgiving, and Christmas
- ( 7 ) Lincoln's Birthday, Washington's Birthday, and Veterans Day
- ( 8 ) Good Friday
- ( 9 ) Lincoln's Birthday
- ( 10 ) Washington's Birthday
- ( 11 ) Columbus Day
- ( 12 ) Election Day
- ( 13 ) Presidential Election Day
- ( 14 ) 1/2 Day on Presidential Election Day
- ( 15 ) Veterans Day
- ( 16 ) Day after Thanksgiving
- ( 17 ) July 4th
- ( 18 ) 1/2 Day before Christmas
- ( 19 ) 1/2 Day before New Years
- ( 20 ) Thanksgiving
- ( 21 ) New Year's Day
- ( 22 ) Christmas
- ( 23 ) Day before Christmas
- ( 24 ) Day before New Year's
- ( 25 ) Presidents' Day
- ( 26 ) Martin Luther King, Jr. Day
- ( 27 ) Memorial Day
- ( 28 ) Easter Sunday