

CLARENCE CENTRAL SCHOOL DISTRICT
DEPEW UNION FREE SCHOOL DISTRICT

SECURITY SERVICE
PROPOSAL SHEET

PURPOSE: The school districts included in this request for proposal desire to contract with one company to provide security services in order to receive the best competitive price.

SCOPE:

The bidder will furnish uniformed, unarmed security service for the Buildings and Grounds of the Clarence Central School District, Clarence, New York and Depew Union Free School District, Depew, New York. The Clarence Central School District contract shall be for the period from July 1, 2024 through June 30, 2025. Depew Union Free School District contract shall be for the period of September 4, 2024 through June 30, 2025. The guard service will be a one (1) man patrol unless specified otherwise for the following purpose:

1. Check all buildings for security.
2. Reporting any unauthorized use of school property.
3. Reporting abnormal Buildings and Grounds conditions.
(I.e. vandalism, lawn damage, equipment malfunction).
4. Reporting on weather conditions that could cause disruption of school function.
5. Check and record freezer/cooler temperatures and confirm boiler function during heating season.
6. Prevailing Rate of wage shall apply to all bidders.

REQUIREMENTS:

Clarence Central Schools
9625 Main Street
Clarence, NY 14031

The bidder will furnish a uniformed guard for all times indicated in the following schedule:

1. A. Friday night 12 A.M. to 4 A.M.
B. Saturday and Sunday 8:00 P.M. to 2:00 A.M (6hrs.).
C. Additional service for Holidays and special event days (i.e. Class Day, Budget Vote, Halloween, etc.) OR on call extra service if needed.
2. Guards will have direct contact with their dispatching office.

3. The bidder will maintain a manned control dispatch 24 hours each day. Bidder will provide additional coverage upon request from the District for emergencies, special events and holidays.
4. The guards will use a district owned GCS Proxi Pen for recording visitations to buildings. The pen will be picked up at the beginning of each day's patrol and returned at the conclusion of each patrol with all stations recorded. If the pen should malfunction, a handwritten record of arrival time at each location will be submitted. The guard will submit a daily record of any unusual or abnormal conditions occurring during the patrol. The bidder will be responsible for the safekeeping and reasonable care of the district owned equipment. (Sample or security check from enclosed).
5. The bidder will submit proof of ten years' experience in patrol guard service.
6. The company must submit background check information on all security personnel used at our buildings.

The district reserves the right to do background checks on all individuals and furthermore reserves the right to refuse any personnel submitted, without a reason or justification.

7. The patrol period will be four (4) consecutive hours per day according to the prescribed time schedule. This time period may be expanded seasonally as dictated by the District.

This will include a minimum of two (2) visitations to each building on Friday, Saturday, and Sunday, one of which shall be external.

A. Approximate times in each building:

Senior High School	45 minutes
Middle School	45 minutes
Clarence Center	20 minutes
Harris Hill	15 minutes
Sheridan Hill	15 minutes
Ledgeview	10 minutes
Transportation Bldg	10 minutes (External visit ONLY)

8. The total mileage traveled per shift will be about 52 miles for each four (4) hour patrol.
9. Patrols will change route schedule frequently to break up any pattern of arrival at the building locations, and adjust start and finish times as dictated by the District.
10. The undersigned has examined the locations of the proposed service, the specifications, and other contract documents, and is familiar with the local conditions in the community and school areas where the service is to be performed

End of Clarence Central Schools Security Requirements.

REQUIREMENTS CONT:

Depew Union Free School District
5201 S. Transit Rd
Depew, NY 14043-3610

1. 1 Security Guard 7:15 a.m. – 2:45 p.m. Depew High School
1 Security Guard 7:15 a.m. – 2:45 p.m. Depew Middle School
1 Security Guard 7:00 a.m. – 3:15 p.m. Cayuga Heights Elementary School

The District may request additional coverage for special events which may occur during the school day, after the school day, or on Saturdays and/or Sundays at Depew High School, Depew Middle School, and/or Cayuga Heights Elementary School.

2. Assists in supervision of and maintains order in corridors, recreation areas, parking lots and other school facilities and grounds before, during and after school hours. Greets and furnishes information and assistance to visitors and employees and maintains a log of all visitors.
3. Monitors buildings and grounds to prevent vandalism, theft and illegal entry.
4. Guides students in safe practices inside and outside the school building.
5. Reports any unusual or suspicious circumstances to building administration
6. Monitors school grounds to detect unauthorized persons, vehicles or gatherings.
7. Confronts unauthorized persons for questioning, routes or detains them, calling building administration for assistance when appropriate.
8. Assists in record-keeping as necessary (logging incidents, periodic clerical duties, etc.)
9. Assists students with special needs.
10. Performs other related work as assigned by school administration.
11. May operate equipment such as, but not limited to, security television monitors, radio communication systems, and computers.
12. The Contractor shall comply with the fingerprinting requirements in accordance with Part 87 of the regulations of the Commission of Education and the Schools Against Violence in Education (“SAVE”) Chapter 180 of the Laws of 2000.

End of Depew Union Free Schools Security Requirements.

CONTRACTOR'S INSURANCE

- A. The contractor shall procure and maintain at his own expense, and without expense to the Owner, insurance for liability for damages imposed by Law of the kinds and in the amount here-in- after provided, in insurance companies authorized to do such business in the State of New York covering all operations under the Contract.
- B. Before commencing work, the Contractor shall furnish certificates of insurance in form satisfactory to the Owner, showing that he has complied with the paragraphs.
- C. The Contractor shall protect and indemnify the Owner, his officers, or agents against all damages, from and against all suits, actions of Law or inequity which may be brought to recover damages for accidents or other causes which may arise from the performance of this contract and to save them harmless there from.
- D. Workmen's Compensation Insurance:
 - 1. A policy covering the obligations to the Contractor in accordance with the provisions of Chapter 41, of the Laws of 1914, as amended, known as the Workmen's Compensation Law, covering all operations under the Contract. The Contract shall be void and of no effect unless the person or corporation making or executing the same shall secure compensation coverage for the benefit of and keep insured during the life of said Contract, such employees in compliance with the provisions of the Workmen's Compensation Law. (State Finance Law, Section 142).
- E. Minimum hourly rates shall be paid on this project as established by the Industrial commissioner of New York. Payments will be made monthly based on the contract amount.
- F. Provide a sample proof of all insurance and Workmen's Compensation documents for Owner review with bid information.

COST OF PATROL SERVICE ACCORDING TO SPECIFICATIONS FROM 7/1/24 THROUGH 6/30/25.

PER HOUR RATE \$ _____

WRITTEN HOURLY RATE(Optional) \$ _____

COMPANY

ADDRESS

SIGNATURE

NAME/TITLE (PLEASE PRINT)

DATE

BID DATE: Pricing is due on Thursday, August 8th, 2024 at 10:00 AM in the District Office.

MILEAGE BETWEEN SCHOOLS
Clarence Central School District

SCHOOL	1	2	3	4	5	6	7
Senior High 9625 Main Street	-	2	3.5	2.7	2.3	1.6	5.2
Middle School 10150 Greiner Road	2	-	2.8	5.3	3.7	2	5.1
Clarence Center Elementary 9600 Clarence Center Road	3.5	2.8	-	5.8	5	2.2	2.5
Harris Hill Elementary 4260 South Harris Hill Road	2.7	5.3	5.8	-	1.7	3.5	7.6
Sheridan Hill Elementary 4560 East Boncrest Drive	2.3	3.7	5	1.7	-	3.5	6.2
Ledgeview Elementary 5150 Old Goodrich Road	1.6	2	2.2	3.5	2.8	-	4
Clarence Bus Garage 9825 County Road	5.2	5.1	2.5	7.6	6.2	4	-

