



Public Schools of the Tarrytowns

Lauren Leone, Purchasing Agent, 200 North Broadway, Sleepy Hollow, NY 10591 Ph: 914-332-4262

REQUEST FOR PROPOSALS

RFP #2025-02

SECURITY GUARD SERVICES DISTRICT-WIDE

2025-2026

DUE: Tuesday, February 4, 2025 by 3:00 PM EST

Return to:
Lauren Leone
Purchasing Agent
UFSD of the Tarrytowns
200 North Braodway
Sleepy Hollow, NY 10591



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DATE OF OPENING: Tuesday, February 4, 2025

TIME: 3:00 PM EST

To All Providers:

The UFSD of the Tarrytowns ("TUFSD") is seeking proposals from qualified, licensed firms for the provision of Security Guard Services for the TUFSD. The TUFSD will receive sealed proposals on or prior to Tuesday, February 4, 2025. Proposals received after the stated date will be returned to the sender, unopened. Proposals must be submitted in a sealed envelope plainly marked on the outside:

RFP #2025-02 SECURITY GUARD SERVICES

Proposals will be opened on the date stated but will not be read aloud. Any interested party may attend. There will be no discussion at the time of the opening of the proposals. The names of the proposing firms shall be available following the proposal opening.

Proposals shall be irrevocable for a minimum period of sixty (60) days from the date of proposal opening. Alterations to the said proposals must be submitted in writing. Consideration shall be given only to those alterations, which may be caused by unforeseen circumstances beyond the control of the firm submitting said proposal. The Purchasing Agent or his/her designee shall make such determination.

The TUFSD and its Board of Education intends to award a contract or contracts in its best interest and reserves the right to reject any or all proposals received as a result of this RFP, to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best interest of the TUFSD to do so. No proposer shall have any legal, equitable or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the TUFSD, in its sole discretion, shall enter into a contract with the proposer(s) that it selects as the successful proposer(s).

Please read the attached material carefully before submitting your proposal. Incomplete proposals may not be considered.

Thank you very much for your cooperation,

Lauren Leone, CPPB
Purchasing Agent



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Section I: PURPOSE

The TUFSD is seeking proposals from qualified, licensed firms for the provision of Security Guard Services District-Wide.

Services will be provided at various school locations throughout the TUFSD as required and designated by the Assistant Superintendent for Business Operations.

Section II: SCOPE OF WORK

The TUFSD is seeking pricing for provision of below security services on an "as needed" basis for the 2025-2026 school year.

Security Guard Mandatory Requirements

The Contractor shall provide Security Guards that meet the following requirements:

- High School Diploma or GED;
- NYS Department of Education Clearance via fingerprint;
- Minimum three years' experience as a New York State DOS registered security guard;
- Minimum 18 years of age;
- Able to communicate with visitors and prepare incident reports in English;
- Able to speak, read and write in English;
- In good physical condition to perform the essential duties of the position;
- Have a valid and current DOS Security Guard registration;
- Have a copy of the current DOS Photo ID card and Certification of Compliance on file with Contractor;
- Completed all DOS registration and DCJS Security Guard training;
- Visibly display the DOS Photo ID on the Security Guard's person at all times while on duty;
- Active shooter training;
- Specific training and certifications such as AED (Automated External Defibrillator) Preferred but not required.

Areas of responsibility may also include but are not limited to:

- Protect and/or prepare offices, buildings, grounds and occupants against potential incidents and evacuations which may include but is not limited to fire, disruptive activity, violent storm, vandalism, theft, loitering, trespass, burglaries, unlawful entry, bodily harm, building system malfunctions and deficiencies, etc.
- Report any serious incidents promptly to the police, fire agency or appropriate emergency personnel for response. As necessary sound any mechanical or electronic alarms in order to alert responsible parties to potential danger.
- Document any issues in logbook



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- Review logbook for issues that may have occurred on a previous shift and may require action. Action may include advising the appropriate Security Guard(s) of the reported potential risks and responsibilities.
- Monitor and protect all entrances including but not limited to checking ID's, ensuring visitors sign- in and sign-out, issuing passes, observe and screen visitors, escort duties, etc.
- Issue identification cards, and visitor passes; and maintains the integrity of such identification systems
- Operate detection equipment to screen individuals and prevent passage of prohibited articles into restricted areas
- Operate and monitor security devices such as video cameras, and related accessories; and report any malfunctions immediately to the proper supervisor
- Perform routine internal and external walking tour of the building to assure that all entrances and grounds are secured and log any changes or issues
- Ensure compliance of building rules including but not limited to restricting food or drinks in a facility, cell phone restrictions, etc.
- Attempt to diffuse situation with hostile persons or escort unruly or disruptive persons from premises. If the effort is unsuccessful, call the appropriate emergency contacts.
- Report directly to Facility Management/Security Supervisor at Authorized User location
- Must be able to communicate with law enforcement personnel, other State and city agencies as well as facility management
- Interface with third parties including but not limited to building security (i.e. New York State Troopers), emergency service personnel and building fire and safety personnel while functioning as a first and primary responder in all fire and safety issues
- Answers questions and give directions to visitors to assist them in finding appropriate offices and services if necessary
- Must be willing to submit to random drug testing.

DISTRICT LOCATIONS:

TUFSD High School: 210 North Broadway, Sleepy Hollow, NY 10591

TUFSD Middle School: 210 North Broadway, Sleepy Hollow, NY 10591

John Paulding School: 154 North Broadway, Sleepy Hollow, NY 10591

Winfield L. Morse School: 30 Pocantico Street, Sleepy Hollow, NY 10591

Washinton Irving Intermediate School: 103 South Broadway, Tarrytown, NY 10591

Tappan Hill School, 50 Ichabod Lane, Tarrytown, NY 10591

Administration Building, 200 North Broadway, Sleepy Hollow, NY 10591



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Section III:

INFORMATION FOR PROPOSERS

Selection Process:

Time Table

- | | |
|-------------|---|
| • 1/16/2025 | RFP Issued |
| • 1/21/2025 | Confirmation of Participation/Questions Due |
| • 1/22/2025 | Answers to questions issued in Addenda Form |
| • 2/4/2025 | Proposals Due |
| • 3/6/2025 | EST Contract Award |
| • 7/1/2025 | Contract start date |

Proposal Evaluation Criteria/Award Methodology

For this Request for Proposal, the Proposals will be evaluated using the following Criteria:

Technical (experience and references)

60%

1. Quality and completeness of proposal.

2. Experience and qualifications of the Proposer:

Consideration will be given to Proposers demonstrating strong capabilities, experience, and reputation in providing the professional services described in this RFP. At least five (5) years' experience in the provision of the proposed service(s) for school districts and/or similar organizations is required. Preference will be given to firms with experience in school settings.

3. Staffing:

The individual capabilities, experience, and reputation of the proposed staff will be considered. The District reserves the right to require specific staff assigned to provide/perform services under this contract.

4. Capabilities of Contractor and staff with regard to specific requirements listed in the Scope of Work.

Financial

40%

1. Cost to the TUFSD

An Award will be made to the contractor who offers the best value solution



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Contract

Term: The contract term is **July 1, 2025 through June 30, 2026** with an option to renew for a maximum of four (4), one (1) year periods, for a total of five (5) contract years. Contract renewal will be subject to any adjustments or agreement between the parties but limited to a maximum increase based on the annual Consumer Price Index change that is used for contingent budgets for New York State School Districts.

Services: The TUFSD reserves the right to increase or decrease the level of service on an “as needed” basis for the term of this contract.

Agreement: The awarded contractor will be required to sign a contract agreement with the TUFSD.

Insurance Requirements: See Appendix A

Section IV: RFP PROCEDURES

Information and Documents

Questions concerning the RFP and the procedures for responding should be in writing and directed to:

Lauren Leone CPPB, Purchasing Agent
UFSD of the Tarrytowns
200 North Broadway
Sleepy Hollow, NY 10591
914-332-4262
lleone@tufsd.org

Submission of Proposals

Please submit a hardcopy proposal in sealed envelope to the above address, clearly marked with the Proposer’s Firm Name, Address and RFP # and Title: **#2025-02 SECURITY GUARD SERVICES DISTRICT-WIDE** on or before the submission due date and time.

There is no express or implied obligation for the TUFSD to reimburse responding firms for any expenses incurred in preparing proposals, attending pre-proposal conferences, or interview(s) in responding to this request. Proposals submitted after the stated time and date will not be considered and will be returned to the firm unopened.

Modification or Withdrawal of Proposals

Any proposal may be withdrawn or modified by written request of the Proposer, provided that such request is received by the Purchasing Agent at the above address prior to the date and time set for receipt of proposals.



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Right to Reject Proposals

This RFP does not commit TUFSD to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or to procure or to contract for services. The TUFSD intends to award a contract on the basis of the best interest and advantage to the TUFSD, and the TUFSD reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best interest of the TUFSD to do so. The TUFSD may select as the successful proposer that proposal which, in that TUFSD's sole discretion and with whatever modifications that TUFSD and the proposer may mutually agree upon, best meets the TUFSD's requirements whether or not that proposal is the lowest priced. No proposer shall have any legal, equitable, or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the TUFSD, in its sole discretion, shall enter into a contract with the proposer that it selects as the successful Proposer.

Section V: PROPOSAL FORMAT AND CONTENTS

Proposals to Conform to Format and Content

Proposals must be submitted in the format outlined in this section. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The TUFSD reserves the right to eliminate from further consideration any proposal deemed to be non-responsive to the requests for information contained herein. Proposal and any supporting information will not be returned to any Proposer.

Format

All proposals are requested to include the following structure:

1. Transmittal Letter (signed by authorized representative)
Provide a short (no more than three pages) letter, signed by an authorized individual. The letter should identify the Proposer's point of contact for the duration of this RFP process and should delineate that the contents of the proposal are valid for at least 90 days.
2. RFP Deviations (if applicable)
Any deviations from specifications should be stated here.
3. Proposer Qualifications: Provide a summary that includes:
 - i. Background, organization, and experience of the individual or company. Include documentation that the company and any staff assigned to a district maintain appropriate licensure and certification as required by New York State and any other applicable governing authority to perform these services in a school district. Resumes for key staff must be included. The final staff assigned to the TUFSD is subject to the approval of the TUFSD.
 - ii. Number of institutions in New York State where the Proposer provides similar services.



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- iii. References for at least three school districts or institutions of similar size, preferably in Westchester or New York State. Include the name of the district or institution, contact name, address, phone number, fax number, size of district or institution, and brief description of services provided.
 - iv. Background, organization, and experience of the individual or company. Include documentation that the company and any staff assigned to a district maintain appropriate licensure and certification as required by New York State and any other applicable governing authority to perform these services in a school district. Resumes for key staff must be included. The final staff assigned to the TUFSD is subject to the approval of the TUFSD.
 - v. Number of institutions in New York State where the Proposer provides similar services.
 - vi. References for at least three school districts or institutions of similar size, preferably in Westchester or New York State. Include the name of the district or institution, contact name, address, phone number, fax number, size of district or institution, and brief description of services provided.
- 4. Price Proposal
On the FORM OF PROPOSAL, provide your best price for meeting the needs of this RFP. **Prices should be noted as hourly rates.**
 - 5. Appendices (as appropriate)
Include any other information you feel to be important for your proposal.

If your firm provides Security Guard Services in addition to the services listed in this RFP, please list those services and include appropriate pricing in hourly rates. The TUFSD, at its discretion, may award contract(s) according to the same terms as noted herein for any of the additional services.



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Section V: FORM OF PROPOSAL

Firm Name _____

Address _____

Telephone _____ Fax _____

Company Web Address _____

Contact E-mail Address _____

Printed Name of Responding Partner _____

Authorized Partner Signature _____ Date _____

The authorized representative completing this form agrees that by signing the above there is a full understanding of the services being provided and for which pricing is being proposed.

TUFSD Location	Service type	# of Guards	Shift Coverage	Total Daily Hours per Guard	# of days Work per Week	Days of Work	Straight Time Hourly Bill Rate	Overtime Hourly Bill Rate
TUFSD High School-Day	Security Guard	1	7:00AM-4:00PM	9	5	Monday-Friday		
TUFSD Middle School	Security Guard	1	8AM-4PM	8	5	Monday-Friday		
John Paulding School	Security Guard	1	8:30AM-4:30PM	8	5	Monday-Friday		
Winfield L. Morse School	Security Guard	1	7:30AM-3:30PM	8	5	Monday-Friday		
Washington Irving Intermediate School	Security Guard	1	7:30AM-3:30PM	8	5	Monday-Friday		
Tappan Hill	Security Guard	1	7:30AM-3:30PM	8	5	Monday-Friday		
Administration Bldg.	Security Guard	1	8:00AM-4:00PM	8	5	Monday-Friday		

Additional Pricing for use on and "As Needed Basis":

Regular Hourly Rate Monday Through Friday \$ _____

Overtime Hourly Rate (in excess of 8 hours) \$ _____



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CONFIRMAITON OF PARTICIPATION

Bidder Company Name: _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____ Tax ID#: _____

Signature of Company Representative

Date

The company/organization intends to submit a proposal for RFP #2025-02 _____

The company/organization will **NOT** be submitting a proposal for RFP #2025-02 but would like to remain on the vendor list for these services for the future. _____

Please complete and return this form to Lauren Leone no later than Tuesday, January 21, 2025.

Via E-mail: lleone@tufsd.org



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NON-COLLUSIVE BIDDING CERTIFICATION

The following statement is made pursuant to Section 103-D of the General Municipal Law, as amended by Chapter 675 of the Laws of 1966, and Section 139-D of the State Finance Law, as amended by Chapter 675 of the Laws of 1966, and Section 2604 of the Public Authorities Law, as amended by Chapter 675 of the Laws of 1966.

By submission of this bid proposal, the bidder certifies that he/she 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 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 its 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 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



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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 certifications referred to in subdivision II of this 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 corporation.

The bidder affirms the above statement as true under the penalties of perjury.

CORPORATE SEAL [if bidder is a corporation]	BIDDER COMPANY NAME: ADDRESS: PHONE #: FAX #:
--	---

Authorized Signature

(Sign)

(Name & Title of Signer)

SWORN to before me this _____ day of _____, 2025

(Notary Public)



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CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, _____, being duly sworn, deposes and says that he/she is the _____ of the _____ Corporation and that neither the Bidder/ Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

Signature: _____

SWORN to before me this _____ day of _____, 2025

(Notary Public)



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FORM OF DISCLOSURE

THE UNDERSIGNED AFFIRMS THAT THE FOLLOWING CONSTITUTE ALL OFFICERS, DIRECTORS, PARTNERS, OR CONTROLLING PRINCIPALS OF THE FIRM:

Name

Title

1. Does any TUFSD Board Member, administrator, or employee possess any financial interest, directly or indirectly, in the firm? _____ If yes, set forth the basis upon which a financial interest exists in the firm:

2. Has the firm or any of its officers, directors, partners, or controlling principals possessed any interest in transactions heretofore entered into with TUFSD School District? _____ If yes, please describe transaction(s):

3. Does any direct relative of a member of the Board, administrators, or staff possess any financial interest, directly or indirectly, in the firm (For purpose of this inquiry a direct relative is to be defined as a parent, spouse, child or sibling). _____ If yes, set forth below the TUFSD School District Board Member, administrator, or staff member whose relation possess an interest and the relationship:

THE UNDERSIGNED AFFIRMS THAT THE ABOVE STATEMENTS ARE TRUE AND UNDERSTANDS THAT ANY FALSE STATEMENT SHALL CONSTITUTE VIOLATION OF THE PENAL CODE OR GENERAL MUNICIPAL LAW AS APPLICABLE.

Firm: _____

Signature: _____

Print Name _____

Title: _____ Date: _____



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APPENDIX A

INSURANCE REQUIREMENTS

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the security firm hereby agrees to effectuate the naming of the TUFSD as an Additional Insured on the security firm's insurance policies, except for workers' compensation and N.Y. State Disability insurance.
2. The policy naming the TUFSD 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 TUFSD and may create significant vulnerability and costs for the TUFSD.
 - b. State that the organization's coverage shall be primary and noncontributory coverage for the TUFSD, its Board, employees and volunteers with a waiver of subrogation in favor of the TUFSD.
 - c. Additional insured status shall be provided by standard or other endorsements that extend coverage to the TUFSD (CG 20 26) or equivalent. The decision to accept endorsement rests solely with the TUFSD. A completed copy of the endorsements must be attached to the Certificate of Insurance.
 - d. The certificate of insurance must describe the services provided by the security firm that are covered by the liability policies.
 - e. At the TUFSD'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.
3. The security firm agrees to indemnify the TUFSD for applicable deductibles and self-insured retentions.
4. Minimum Required Insurance:
5. Commercial General Liability Insurance
 - a. \$1,000,000 per Occurrence/ \$2,000,000 Aggregate
 - b. \$2,000,000 Products and Completed Operations
 - c. \$1,000,000 Personal and Advertising Injury
 - d. \$1,000,000 Sexual Misconduct and Assault
 - e. \$100,000 Fire Damage
 - f. \$10,000 Medical Expense



Public Schools of the Tarrytowns

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6. Coverage for sexual misconduct must be affirmed. Sub-limits below the policy limits for sexual misconduct coverage are acceptable solely at the discretion of the TUFSD. The policy shall include coverage for assault and battery, including coverage for defamation, false arrest, detention and imprisonment. The policy shall include coverage for all security-related services rendered to the TUFSD by the contractor, including but not limited to armed security guards.
7. Security Professional Liability:
If coverage for security guard services is not provided in the Commercial General Liability policy, it must be included in a separate Security Professional Liability policy. Limits for this coverage are: \$2,000,000 per occurrence/\$2,000,000 aggregate for the acts of the security officer performed under the contract for the TUFSD. If written on a "claims-made" basis, the effective date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for three years following the completion of work.
8. Automobile Liability: \$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.
9. 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.
10. Umbrella/Excess Insurance \$5 million each Occurrence and Aggregate for Unarmed Security Guard Firms. Umbrella/Excess coverage shall be on a follow-form basis over the required Auto Liability, General Liability and Security Professional Liability coverages. \$10 million each Occurrence and Aggregate for Armed Security Guard Firms. Umbrella/Excess coverage shall be on a follow-form basis over the required Auto Liability, General Liability and Security Professional Liability coverages.
11. The security firm acknowledges that the failure to obtain such insurance on behalf of the TUFSD constitutes a material breach of contract. The security firm is to provide TUFSD with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work.