



**COUNTY OF ERIE
DIVISION OF PURCHASE
MEMORANDUM**

To: All Using Departments

From: Jamie Kucewicz, Buyer

Date: April 21, 2022

Subject: SECURITY SERVICE – LIBRARY

Bid No.: 222035-002

Effective Dates: March 1, 2022 through February 28, 2023

Vendor #: 165367

Vendor: FORSETI PROTECTION GROUP
534 Delaware Avenue
Suite 205
Buffalo, NY 14202

Contact: Mario Rodriguez

Telephone: 716-270-0016

Pricing: per attached document



County of Erie

MARK C. POLONCARZ
COUNTY EXECUTIVE

DIVISION OF PURCHASE

STANDARD AGREEMENT

This AGREEMENT, made as of the 2nd DAY OF MARCH, 2022

by and between FORSETI PROTECTION GROUP,

of 534 DELAWARE AVENUE, SUITE 205, BUFFALO, NY 14202

herein after referred to as the Contractor, and the County of Erie, a municipal corporation of the State of New York, hereinafter referred to as the County:

WHEREAS, in accordance with public open competitive bidding, sealed proposals were received and publicly opened by the County of Erie, Division of Purchase

on FEBRUARY 10, 2022 at 11:00AM

for: SECURITY SERVICE - LIBRARY

WHEREAS, the bid of the Contractor submitted in accordance therewith, the sum of \$92,144.00, was the lowest responsible bid submitted; and

WHEREAS, a contract is hereby awarded to the Contractor by the County, in accordance with the provisions therein contained; and

WHEREAS, the Notice to Bidders and Specifications make provisions for entering into a proper and suitable contract in connection therewith;

NOW, therefore, the Contractor does hereby for its heirs, executors, administrators and successors agree with the County of Erie that, the Contractor shall for the consideration mentioned, and in the manner set forth in Accepted Invitation to Bid No. 222035-002, Specifications and Provisions of Law annexed hereto and forming a part of this contract, furnish the equipment and materials and perform the work and services described in the Accepted Bid for the above sum.

X Paid monthly upon presentation of invoices.

_____ Upon delivery, completion and approval of the
work, as per specifications.

Please refer to the Invitation to Bid (Page 1) and the Instructions to Bidders which are part of this agreement.

IN WITNESS THEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

COUNTY OF ERIE

CONTRACTOR: FORSETI PROTECTION GROUP

by _____
Director of Purchase

by 

Date _____

Title President

Date 3/12/22

APPROVED AS TO FORM

Assistant County Attorney
County of Erie, New York

Date _____



COUNTY OF ERIE
MARK C. POLONCARZ
COUNTY EXECUTIVE
DIVISION OF PURCHASE
INVITATION TO BID

Bids, as stated below, will be received and publicly opened by the Division of Purchase in accordance with the attached specifications. FAX bids are unacceptable. Bids must be submitted in a sealed envelope to:

County of Erie
 Division of Purchase
 Attention: James D. Kucewicz, Buyer (716) 858-6336
 95 Franklin Street, Room 1254
 Buffalo, New York 14202-3967

NOTE: Lower left-hand corner of envelope MUST indicate the following:

BID NUMBER: 222035-002

OPENING DATE: FEBRUARY 10, 2022 TIME: 11:00 AM

FOR: SECURITY SERVICE – LIBRARY

NAME OF BIDDER: Forseti Protection Group

If you are submitting other Invitations to Bid, each bid must be enclosed in a separate envelope.

Following EXHIBITS are attached to and made a part of the bid specifications, and part of any agreement entered into pursuant to this Invitation to Bid:

- EXHIBIT "A" - Assignment of Public Contracts
- EXHIBIT "B" - Purchases by Other Local Governments or Special Districts
- EXHIBIT "C" - Construction/Reconstruction Contracts
- EXHIBIT "D" - Bid Bond (Formal Bid)
- EXHIBIT "E" - Bid Bond (Informal Bid)
- EXHIBIT "EP" - Equal Pay Certification
- EXHIBIT "F" - Standard Agreement
- EXHIBIT "G" - Non-Collusive Bidding Certification
- EXHIBIT "H" - MBE/ WBE Commitment
- EXHIBIT "IC" - Insurance **CLASSIFICATION "A"**
- EXHIBIT "P" & EXHIBIT "PBI" - Performance Bond
- EXHIBIT "Q" - Confined Space Program Certification
- EXHIBIT "PW" - NYS Prevailing Wage
- EXHIBIT "V" - Vendor Federal Compliance Certification

County of Erie
DIVISION OF PURCHASE
BID SPECIFICATIONS

BID NO. 222035-002

Ship to: County of Erie
 Attention:
 Address:

Ship Via:
 Date Required at Destination: As Required

ITEM NO.	QUAN -TITY	U/M	CATALOG NO./DESCRIPTION	TOTAL PRICE
			Vendor to provide Security Service at Buffalo Branch Libraries	
			per the attached specifications.	
			Term of the contract is March 1, 2022 - February 28, 2023	
			There will be a pre-bid meeting at	
			Dudley Library, 2010 South Park Avenue, Buffalo, NY 14220,	
			on Monday, January 24, 2022 at 1:00pm.	
			Site contact: Ken Stone (716-858-7170)	
			Price Per Guard Per Hour \$ <u>22.15</u>	

NOTE: Bid results cannot be given over the phone. All requests for bid results should be submitted in writing or faxed to:

ERIE COUNTY DIVISION OF PURCHASE
 Freedom of Information Officer
 95 Franklin Street, Rm. 1254
 Buffalo, NY 14202
 FAX #: 716/858-6465

NAME OF BIDDER Forsetti Protection Group.

County of Erie
DIVISION OF PURCHASE
NON-COLLUSIVE BIDDING CERTIFICATION

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 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 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.

NOTICE

(Penal Law, Section 210.45)

IT IS A CRIME, PUNISHABLE AS A CLASS A MISDEMEANOR UNDER THE LAWS OF THE STATE OF NEW YORK, FOR A PERSON, IN AND BY A WRITTEN INSTRUMENT, TO KNOWINGLY MAKE A FALSE STATEMENT, OR TO MAKE A FALSE STATEMENT, OR TO MAKE A STATEMENT WHICH SUCH PERSON DOES NOT BELIEVE TO BE TRUE.

BID NOT ACCEPTABLE WITHOUT FOLLOWING CERTIFICATION:

Affirmed under penalty of perjury this 10th day of February, 20 22

TERMS _____ DELIVERY DATE AT DESTINATION 95 Franklin Street

FIRM NAME Forseti Protection Group

ADDRESS 534 Delaware Ave., Suite 205

Buffalo, New York ZIP 14202

AUTHORIZED SIGNATURE M. Rodriguez

TYPED NAME OF AUTHORIZED SIGNATURE Mario Rodriguez

TITLE President TELEPHONE NO. 716.270.0016.

SPECIFICATIONS FOR SECURITY SERVICE AT BUFFALO BRANCH LIBRARIES

Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo NY 14203

1.0 General

The Buffalo & Erie County Public Library (B&ECPL) requires a vendor to provide unarmed Security Guard services at its Buffalo branch libraries. This will be a one-year contract beginning March 1, 2022 through February 28, 2023.

The B&ECPL reserves the right to terminate the contract (with 30 days written notice) at any time, for any reason or suspend any part of the services described herein when conditions change, operation of a branch library is reduced or discontinued, or other similar circumstances take place. In the event of such a termination or suspension, payments for services shall suspend without penalty.

2.0 Competency of Bidder

The bidder shall have a qualified security organization in active operation for a minimum of five years. The bidder shall have New York State certification and each guard must be New York State certified and trained in de-escalation. Proof of certification must be submitted with bid.

3.0 Scope of Work

3.1 Locations

The firm's services shall consist of the placement of security professionals primarily at the following branches:

North Park Branch Library - 975 Hertel Avenue, Buffalo, NY 14216

Crane Branch Library - 633 Elmwood Avenue, Buffalo, NY 14222

Dudley Branch Library - 2010 South Park Avenue, Buffalo, NY 142203

The B&ECPL reserves the right to change any of the locations for services upon seven (7) days written notice for any reason.

3.2 Scheduling

The hours of work may vary based on Library needs, and a mutually agreeable schedule will be established each month with at least one week's notice provided to the security firm. The initial schedule shall consist of two security professionals, assigned five 8-hour shifts weekly, consisting of 80 hours of coverage provided by the firm.

3.3 Job Duties

The daily work rules and operations include, but are not limited to:

- a. Opening and closing the library.
- b. Preventing loss and damage by reporting irregularities.
- c. Operating and maintaining guard posts.
- d. Conducting regular tours and patrols.
- e. Monitoring entrance and departure of employees, visitors, and patrons to guard against theft and maintain security of the premises.
- f. Enforcing the B&ECPL Rules of Conduct.
- g. Evacuating the building during drills or in the event of an emergency.
- h. Assisting staff and patrons with incidents and problems, employing de-escalation techniques when necessary.
- i. Calling police, emergency medical services, and/or fire departments in case of emergency.
- j. Suppressing any disruptive behavior in the library.
- k. Completing written reports of incidents, accidents, or unusual circumstances.

3.4 Payroll

The security firm shall invoice the B&ECPL for hours worked by security personnel on a biweekly basis at the rate established by the successful contract. All payroll expenses shall be assumed by the security firm, including but not limited to: wages, compensation liability, uniforms, bonding and all other costs.

3.5 B&ECPL Responsibilities

The B&ECPL will provide the security firm with the standard operating procedures for each location prior to commencing work. In addition, the B&ECPL shall be responsible to provide the firm's personnel with a designated security post and access to staff break and rest areas. The B&ECPL will provide a primary point of contact for the security firm to address any concerns or issues which may arise.

3.6 Assignment of Personnel/Hours of Work

The hours of work and assignment at the branch locations shall be the primary assignment of the security professional assigned by the security firm. A responsible bidder shall be expected to demonstrate ability to commit a dedicated staff member for each of at least two (2) locations.

The security professional assigned to each location is to be regularly scheduled to instill consistency with staff, building and patrons. It is understood that substitution may be assigned as necessary, but the substitution scheduled at a location is to be as consistent as reasonably possible.

3.7 Supervision/Site Visits

The security firm shall provide a main point of contact for the B&EPCL, who shall serve as an off-site supervisor for the assigned security professional. At a minimum, the supervisor shall visit the branches monthly. The B&ECPL shall not be responsible for the payment of wages for the supervisor.

3.8 Payments

Payments will be made within 30 days after receipt of the contractor's invoice.

3.9 Failure to Comply

The B&ECPL reserves the right to make onsite inspections to ascertain the requirements of these specifications are being fulfilled. Should it be found standards are not being satisfactorily maintained, the B&ECPL may immediately demand the security firm correct deficiencies to meet the standards. If the security firm fails to comply within a reasonable amount of time, the B&ECPL may, by written notice, terminate the contract. In the event of such termination, the B&ECPL may refuse to award future contracts to such security firm.