



**COUNTY OF ERIE
DIVISION OF PURCHASE
MEMORANDUM**

To: All Using Departments

From: Jamie Kucewicz, Buyer

Date: May 1, 2025

Subject: SECURITY SERVICE AT 608 WILLIAM ST.

Bid No.: 230297-002

Effective Dates: Extended through November 30, 2027

Vendor #: 162501

Vendor: ASSET PROTECTIVE SERVICES, INC.
274 Delaware Avenue
Buffalo, NY 14202

Telephone: 716-248-2664

Contact: Evelin Crespo

Pricing: per attached document



COUNTY OF ERIE

DIVISION OF PURCHASE

April 25, 2025

Asset Protective Services, Inc.
274 Delaware Ave
Buffalo, NY 14202
Attn: Benjamin Crespo Jr.

Re: Bid 230297-002 "Security Service – 608 William Street"

Dear Mr. Crespo,

The County of Erie wishes to extend this agreement for an additional 2 years through November 30, 2027 under the same prices, terms and conditions as the original agreement.

Extension is provided for per paragraph 26, Page 5 of 6 of the "Instructions to Bidders". This offer is for your immediate consideration and acceptance. Please indicate below whether you agree to extend or do not wish to extend. Please respond **within seven days upon receipt of this request.**

After approval and execution by the County, a fully signed copy will be returned to you for your files.

☒ Yes, I agree to extend ☐ No, I do not wish to extend

Please complete and submit the following if indicated by an (X) for any bid extension agreed upon:

☒ Insurance Form ☒ Workers Compensation Form

Company Name: Asset Protective Services

Representative (Please print): Benjamin Crespo Jr. Title: Vice - President

Signature: [Signature] Date: 4/25/2025

Sincerely,

[Signature]
James D. Kucewicz
Buyer

[Signature]
Vallie M. Ferraraccio
Director of Purchase
4/25/2025
DATE



COUNTY OF ERIE

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: 230297-002

OPENING DATE: NOVEMBER 3, 2023 TIME: 11:00 AM

FOR: SECURITY SERVICE – 608 WILLIAM STREET

Asset Protect Services, Inc.

274 Delaware Ave., Ste #1

NAME OF BIDDER: Buffalo, N.Y. 14202

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
- ☐ EXHIBIT "P" & EXHIBIT "PBI" - Performance Bond
- ☐ EXHIBIT "Q" - Confined Space Program Certification
- ☒ EXHIBIT "PW" - NYS Prevailing Wage
- ☒ EXHIBIT "V" - Vendor Federal Compliance Certification

(Rev. 1/00)

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 25th day of October, 20 23

TERMS _____ DELIVERY DATE AT DESTINATION _____

FIRM NAME Asset Protective Services Inc.

ADDRESS 274 Delaware Avenue
Buffalo N.Y. ZIP 14202

AUTHORIZED SIGNATURE 

TYPED NAME OF AUTHORIZED SIGNATURE Benjamin Crespo Jr.

TITLE Vice-President TELEPHONE NO. 716 248-2664

County of Erie
DIVISION OF PURCHASE
BID SPECIFICATIONS

BID NO. 230297-002

Ship to: County of Erie
 Attention:
 Address:

Ship Via:
 Date Required at Destination: As Required

ITEM NO	QUANTITY	U/M	CATALOG NO./DESCRIPTION	TOTAL PRICE
			Vendor to provide Security Service at 608 William Street, Buffalo.	
			NY 14206, per the attached specifications.	
			Term of the contract is December 1, 2023 - November 30, 2025	
			There will be a pre-bid site visit on	
			Thursday, October 12, 2023 at 11:00am.	
			Site contact: Luca Amarena (716-858-2012)	
			Price Per Armed Guard Per Hour \$ <u>34.40</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

Asset Protect Services, Inc.

274 Delaware Ave., Ste #1

Buffalo, N.Y. 14202

NAME OF BIDDER _____

(Rev. 9/95)

ERIE COUNTY OFFICE BUILDING, 95 FRANKLIN STREET, BUFFALO NEW YORK 14202 (716) 858-6395

SPECIFICATIONS FOR SECURITY SERVICE AT 608 WILLIAM ST.

1.0 General

Erie County Department of Homeland Security & Emergency Services requires a vendor to provide **armed** Security Guard Services at 608 William St Buffalo N.Y. 14206. This will be a two-year contract beginning December 1, 2023 thru November 30, 2025.

- 1.1 The County reserves the right to terminate (60-day written notice) at any time, for any reason, or suspend any part of the services described herein when conditions change, operation of a county facility is reduced or discontinued or other similar circumstances take place. In the event of such termination or suspension, payments for services shall suspend without penalty.

2.0 Competency of Bidder

The bidder shall have had 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. Proof of certification must be submitted with bid.

3.0 Qualifications of Bidder

The successful bidder must furnish a list of all full time and replacement guards to Erie County Department of Central Police Services for background checks. The list of employees must be submitted to CPS 30 days prior to commencing work. Under no circumstances will security employees be allowed to work without security background check.

4.0 Scope of Work

4.1 Scheduling

608 William Street

700-1500	Monday thru Friday (One Guard)	8	40	108 hrs / wk
900-1700	Monday thru Friday (One Guard)	8	40	
1500-2000	Monday thru Friday (One Guard)	5	25	
1700-2000	Wednesday ONLY (One Guard)		3	

Erie County Homeland Security & Emergency Services will notify in writing any change in schedule or closings for proper staffing. Additional services requested by tenants outside of normal Erie County business hours/days/holidays are to be negotiated between Homeland Security & Emergency Services and security firm.

4.2 Uniforms

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. Company 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 County of Erie sites.

4.3 Job Duties

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

- a) One officer at the desk, watching cameras and answering the phone.
- b) 2nd officer is the rover, does outside rounds and escorts employees to the parking lot if requested and does inside of building rounds
- c) Front desk officer has clients sign in at front desk, keeps a log of incidents.
- d) All officers respond to any complaints from the employees.
- e) At 0700hrs officer opens building with hard key and turns off alarm (being on time is crucial as the county employees need to punch in on time).
- f) At 2000hrs building alarm is turned on and door is locked.
- g) Officers report any incidents to Building Manager and Coordinator for Building Security.
- h) Officers will complete incident forms and send them to Coordinator for Building Security via fax, and also give Building Manager a copy.
- i) All security personnel will notify Coordinator for Building Security if there are problems with access and cameras.
- j) At no time will there be long periods of congregating at the front lobby desk.
- k) At no time will there be usage of cell phones to watch movies or scroll through social media.
- l) Cell phones can be used for business purposes.

4.4 Performance Review

A performance review will be completed every 90 days to review problems and/ or discrepancies. The security firm will have 10 days to respond in writing outlining remedies. Failure to submit or respond to the problems will mean immediate termination of the agreement.

4.5 Payroll

The security firm will supply time cards and time clock for guards to verify hours worked. Copies of time cards and **certified payroll** to be submitted with monthly billing. The security firm will also furnish barcode scanner, barcode location identifiers, or similar systems of equal value for patrol verification. All expenses shall be assumed by the security firm, including but not limited to, wages, compensation liability, uniforms, bonding and all other costs

4.6 Standard Operating Procedures

The security firm shall provide Standard Operating Procedures (SOP) for each location prior to commencing work. Changes to the SOP must be submitted to Erie County Health Dept., Erie County Homeland Security & Emergency Services and Erie County Buildings and Grounds prior to implementation. Each plan must designate a 24-hour contact person with supervision authority to review location needs for emergency contact to Erie County Homeland Security & Emergency Services and Buildings and Grounds.

4.7 Activity Log

Fax or e-mail a daily activity log to Rath Security Office detailing any and all Security problems if any.

4.8 Monthly Meeting

Monthly meeting with all supervisors and Building Managers to be scheduled by County Security Supervisor.

4.9 List of Contacts

Erie County Homeland Security & Emergency Services to provide list of Emergency contacts to be used for Emergency situations.

4.8 Payments

Payments will be made **semimonthly (every two weeks)** in arrears based upon calculations submitted by the security firms as in accordance in 4.3

4.9 Site Inspections

This agreement reserves the right to inspect each location by the County of Erie Department of Homeland Security & Emergency Services for compliance purposes.

4.10 Failure to Comply

The County of Erie reserves the right to make on-site inspections and tests when deemed advisable, to ascertain that the requirements of these specifications are being fulfilled. Should it be found that the standards herein specified are not being satisfactorily maintained, the County of Erie may immediately demand that the security firm correct deficiencies to meet the standards. If security firm fails to comply with such demands, within a reasonable amount of time, the County of Erie may by written notice (30 Day) to security firm terminate his right to continue the work. In such event, the County of Erie may take over the work and prosecute it to completion by contract or otherwise, and the security firm or their sureties (if any) shall be liable to the County of Erie for any excess cost occasioned. The County of Erie may terminate the contract if it deems that the contract is not satisfactorily performed in accordance with the standards herein specified. In the event of such termination, the County of Erie may refuse to award future contracts to such security firm, as per policies, of the Erie County Dept. of Purchasing and its stipulations.

5.0 Personnel Health Policy

All personnel working within the Erie County Clinical structure must meet the requirements under NYDOH Article 28.

See Attachment

Personnel Health Policy	Policy #	ECDOH PHSS 07.08.00
	Effective Date	01/1/16
	Review Dates	1/18/2017, 6/5/19
	Revision Dates	1/18/17, 2/22/17
	Approved by	<div style="text-align: center;">x</div> <hr/> Dr. Heather Territo, MD Medical Director

Policy

All personnel working within the Erie County Clinical structure must meet certain health requirements prior to beginning employment under NYSDOH Article 28 guidelines.

Procedure

Section One:

1. All employees and contractors working at any Erie County Department of Health Article 28 facility or program must have their health status reviewed prior to commencing work.
2. The health status examination must include whether the employee/contractor is free from health impairment which could be a potential risk to the patient or could interfere with their ability to perform their job duties.
3. Upon hire, a new employee will submit a health assessment or complete a health assessment that is conducted by a provider at the Erie County Department of Health. The Medical Director will review the assessment and determine if the employee is able to work.
4. The employee will have a reasonable amount of time to address and provide documentation of any issues identified during the health assessment. Individuals that are unable to provide the documentation in a reasonable amount of time will not be hired.
5. When an employee transfers into a position in an Article 28 clinic, that employee will have an assessment done by the Medical Director or other provider at the facility to assure the employee has no health impairments.
6. Employees who have an impairment when transferring into a clinic will be granted a reasonable amount of time to provide documentation that the health impairment has been corrected. If the employee is unable to provide said documentation they will not be transferred into the clinical position.
7. All contractors will provide a health assessment as part of the contracting and granting of department privileges. The health assessment will be reviewed by the Medical Director or other provider of the Article 28 facility for any health impairment.
8. If a contractor is noted to have a health impairment the contractor will be granted a reasonable amount of time to provide documentation that the health impairment is corrected. Should the contractor not supply the documentation in a reasonable amount of time the contract will be terminated and no provider privileges will be granted.

Section Two

Additional Health Requirements:

1. A health record is kept on all staff and contractors that provide direct services to the public. The health records are kept at 608 William Street in a location separate from non-medical personnel record information.
2. A pre-employment physical is required for all new employees. Arrangements for the physical are coordinated by Erie County Department of Health (see guidance in section one of this policy).
3. The employees' and contractors' immunization history and health file need to document the following tests and immunizations:
 - a. TD within the past ten years
 - b. Proof of Rubella immunity. Acceptable proof will include:
 - i. A document demonstrative serological evidence of rubella antibodies
 - ii. A document indicating one dose of live virus rubella vaccine was administered on or after the age of 12 months; showing the product administered, date of administration which is prepared by the health practitioner who administered the immunization, or;
 - iii. A copy of a document referenced in (i) or (ii) which comes from a previous employer or school.
 - c. Two measles immunizations or MD verification of disease if born after 1/2/1957
 - d. PPD within the past year. If there is a history of a positive PPD, there must be documentation of a negative chest x-ray
 - e. Hepatitis B information and either immunization or an annual Declination Form
4. No employee or contractor will be allowed to work in the facility until such time as acceptable proof is provided.
5. Annually, the employee's health file will be reviewed to determine what immunizations and/or tests are needed and noted on the Employee Annual Health Assessment.