



**COUNTY OF ERIE  
DIVISION OF PURCHASE  
MEMORANDUM**

To: All Using Departments

From: Jamie Kucewicz, Buyer

Date: September 3, 2025

Subject: SECURITY SERVICES

Bid No.: 250168-002

Effective Dates: August 1, 2025 through July 31, 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

#### 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: 250168-002

OPENING DATE: 7/31/2025 TIME: 11:00 AM

FOR: SECURITY SERVICES

NAME OF BIDDER: ASSET Protective Services Inc

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:

- X EXHIBIT "A" - Assignment of Public Contracts
- X EXHIBIT "B" - Purchases by Other Local Governments or Special Districts
- EXHIBIT "C" - Construction/Reconstruction Contracts
- EXHIBIT "D" - Bid Bond (Formal Bid)
- N/A EXHIBIT "E" - Bid Bond (Informal Bid)
- X EXHIBIT "EP" - Equal Pay Certification
- X EXHIBIT "F" - Standard Agreement
- X EXHIBIT "G" - Non-Collusive Bidding Certification
- X EXHIBIT "H" - MBE/ WBE Commitment
- X EXHIBIT "IC" - Insurance
- EXHIBIT "P" & EXHIBIT "PBI" - Performance Bond
- EXHIBIT "Q" - Confined Space Program Certification
- X EXHIBIT "PW" - NYS Prevailing Wage
- X 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 24<sup>th</sup> day of July, 20 25

TERMS \_\_\_\_\_ DELIVERY DATE AT DESTINATION \_\_\_\_\_

FIRM NAME Asset Protective Services

ADDRESS 767 Sheridan Drive

Tonawanda NY ZIP 14150

AUTHORIZED SIGNATURE 

TYPED NAME OF AUTHORIZED SIGNATURE \_\_\_\_\_

TITLE Vice-President TELEPHONE NO. 716-248-2664

**County of Erie**  
**DIVISION OF PURCHASE**  
**BID SPECIFICATIONS**

BID NO. 250168-002

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 and	
			810 East Ferry, Buffalo, NY 14211,	
			per the attached specifications.	
			Term of the contract is August 1, 2025 – July 31, 2027	
			For questions regarding the bid specifications	
			or to schedule a site visit, please contact	
			Luca Amarena at (716) 858-2012.	
			Price Per Armed Guard Per Hour :	
			34.89	
			Prevailing wage + <u>28.7</u> %	44.90
			*vendor to provide documentation of prevailing wage rate to	
			Luca Amarena (Luca.amarena@erie.gov) following each July 1 rate adjustment.	

**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 Protective Services, Inc.**  
**274 Delaware Avenue**  
**Buffalo, New York 14201**

*767 Sheridan Drive  
 Tonawanda, NY 14150*

NAME OF BIDDER \_\_\_\_\_

(Rev. 9/95)

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

## SPECIFICATIONS

### 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 and 810 East Ferry, Buffalo, NY 14211, .

- 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. The County reserves the right in its sole discretion to reject the deployment of any individual guard. **Under no circumstances will security employees be allowed to work without satisfactorily completing a security background check.**

### 4.0 Scope of Work

#### 4.1 Scheduling 608 William Street

7:00am-1:00pm	Monday through Friday (One Guard)
8:00am-1:00pm	Monday through Friday (One Guard)
1:00pm-6:00pm	Monday through Friday (Two Guards)
6:00pm-7:00pm	Wednesday ONLY (One Guard)

#### 810 East Ferry

1:00pm-1:00am	7 days per week (One Guard) *Erie County Secure and Specialized Secure Detention Center operates 24/7, 365 days/year.
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Erie County Homeland Security & Emergency Services will notify in writing of 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

##### 608 William Street

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) Second 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 will gain entry using his county smart card. The main door is to remain locked at all times. The desk officer will buzz clients into building using the A-phone system.
- 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.
- n) Officers will complete incident forms and send them to Coordinator for Building Security via email, 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, or any issues pertaining to the building assets and employees.
- j) At no time will there be long periods of congregating at the front lobby desk. Also, no eating lunch at the desk, as there is a break room provided. Drinks and snacks are acceptable.
- 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 only.

##### 810 East Ferry

Patrol the exterior of the building

#### 4.4 Performance Review

A performance review shall be completed by the County every ninety days to review problems, discrepancies and/or opportunities to enhance security. The Security firm shall have ten days to respond in writing outlining remedies and any other comments. Failure to submit or respond to the performance review grants the County the right to immediate termination of the agreement.

#### 4.5 Timekeeping/Payroll

The security firm will supply timecards 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, employee expenses and reimbursements, 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 Department, Erie County Homeland Security & Emergency Services, Erie County Buildings and Grounds and/or Erie County Youth Services prior to implementation. Each plan must designate a 24-hour contact person with supervision authority to review location needs with emergency contact designated by Erie County Homeland Security & Emergency Services, Erie County Buildings and Grounds and/or Erie County Youth Services.

#### 4.7 Activity Log

The security firm shall fax or e-mail a daily activity log to Rath Security Office and Erie County Deputy Commissioner -Youth Services, detailing 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 and Erie County Youth Services to provide list of Emergency contacts to be used for Emergency situations

**4.8 Payments**

Payments will be made in arrears based upon calculations submitted by the security firm as outlined in 4.5.

**608 William Street**

Semi-monthly (every two weeks)

**810 East Ferry**

monthly

**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**

<b>Personnel Health Policy</b>	<b>Policy #</b>	ECDOH PHSS 07.08.00
	<b>Effective Date</b>	01/1/16
	<b>Review Dates</b>	1/18/2017, 6/5/19
	<b>Revision Dates</b>	1/18/17, 2/22/17
	<b>Approved by</b>	x 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.