

**REQUEST FOR PROPOSALS
FOR UNARMED SECURITY AT 19 DOAT ST, BUFFALO, NY 14211
FOR THE PERIOD MAY 1ST, 2021 – APRIL 30TH, 2022**

***Polish Community Center of Buffalo, Inc.,
d/b/a Lt. Col. Mat Urban Human Services Center of WNY***

February 12th, 2021

HISTORY AND BACKGROUND FOR REQUESTED SERVICES

The Polish Community Center of Buffalo, Inc., d/b/a Lt. Col. Mat Urban Human Services Center of WNY (Matt Urban Center), will begin providing case management services at 19 Doat Street, Buffalo, NY, 14211 in May of 2021. The Matt Urban Center seeks the services of a qualified contractor to assist in unarmed security personnel services at this site.

Proposals are being solicited from companies to perform unarmed security personnel services on behalf of the Matt Urban Center. Work will be done on a scheduled basis, as detailed in this request and further agreed to between the parties.

Services are to be billed in monthly installments.

For purposes of this invitation to bid, the projected hours identified in the specifications and proposal form are approximate in order to provide guidelines to the Matt Urban Center for determining who is the lowest responsible bidder. There are no guarantees that the numbers supplied will be actual numbers for the contract expected as a result of this request for bids.

Proposals will be accepted until **Friday, February 26th at 3:30 P.M.**

Via U.S. Mail or delivery to:

Andrew Linneman, Purchasing Agent
Lt. Col. Matt Urban Human Services Center of WNY
1081 Broadway
Buffalo, NY 14212

Questions on this request for qualifications may be directed to purchasing@urbanctr.org or to (716) 893 – 7222 ext: 227.

**REQUEST FOR PROPOSALS
FOR UNARMED SECURITY AT 19 DOAT ST, BUFFALO, NY 14211
FOR THE PERIOD MAY 1ST, 2021 – APRIL 30TH, 2022**

GENERAL SCOPE OF SERVICES

The vendor will need to ensure that they can provide the services outlined below:

- Security personnel are to perform routine patrols of all corridors, common areas, and the building exterior (see attached floor plan)
- Security personnel shall monitor the building's security monitors when not performing patrols
- Security personnel are to immediately report suspicious activity and contact the appropriate emergency personnel in situations where safety is compromised or criminal activity is evident
- Security personnel are to deter any type of illegal activity, and ensure that areas of travel are clear for accessibility
- Security personnel will document questions posed by clients/visitors and ensure that information is received by staff for appropriate follow-up

REPORTS

- An hour-by-hour log shall be kept for all activities taking place during each shift.
- The selected vendor shall complete and submit a Daily Report Form to the Site Coordinator upon completion of each daily shift. The daily report shall include listing all occurrences with significant data pertaining to all activities.
- In the event of an unusual occurrence, the selected vendor shall submit an Incident Report to the Site Coordinator, along with the Daily Report Form within 24-hours of the occurrence.
- All required written records, including copies of police reports that may have been obtained shall be turned into the Site Coordinator.

PERSONNEL

- Security officer assigned to perform work under this contract shall wear uniforms at all times. These uniforms must clearly identify the name of the security company and the name of the individual security guard.
- All security personnel must maintain a courteous and respectful demeanor when dealing with all members of the public. Security personnel will not be authorized to physically apprehend, subdue, or restrain any member of the public for any reason.
- Security officer employed by the vendor to perform work under this contract shall:
 - Be able to communicate effectively in both written and oral English
 - Be physically and emotionally capable of performing the assigned tasks

EQUIPMENT

Vendor shall furnish all equipment necessary to perform the work as described herein. All equipment shall be kept in good repair and shall conform to all federal, state and local

**REQUEST FOR PROPOSALS
FOR UNARMED SECURITY AT 19 DOAT ST, BUFFALO, NY 14211
FOR THE PERIOD MAY 1ST, 2021 – APRIL 30TH, 2022**

requirements. Vendor affirms that personnel will possess any and all necessary trainings and licenses to operate any equipment used to perform the work as described herein. Required equipment shall include but not be limited to:

- Security officer shall be equipped with portable communication devices permitting 24-hour communication with company headquarters and/or with appropriate law enforcement agencies and other designated contacts.
- Flashlight

EMERGENCIES

Security officers shall respond promptly and appropriately to all security-related emergencies and requests for emergency assistance regardless of the nature of the emergency.

- Upon determination of the nature of the emergency, the security officer shall immediately notify the appropriate law enforcement agency, fire department and/or medical aid provider as required.
- Medical aid administered by the security officer shall be only to the extent that the officer is qualified to administer in accordance with the officer's level of certification.

KEYS

Any keys issued to security personnel must be responsibly maintained and securely stored.

- Keys and combination lock codes are only to be exchanged between security personnel at designated shift rotations and staff upon request. Security personnel will not open any facility, structure, or gate for any member of the public without direction from staff, with the exception of emergencies.
- Vendor will be responsible for expenses incurred from lost keys or from vandalism directly caused from inappropriate use of keys or combination locks.

SHIFTS NEEDED

- 12:30am Saturday to 8:30am Saturday
- 4:30pm Saturday to 12:30am Sunday
- 12:30am Sunday to 8:30am Sunday
- 4:30pm Sunday to 12:30am Monday
- 12:30am Monday to 8:30am Monday

Property Name / Addresses	Description	Item: Unarmed Security Personnel
19 Doat Street Buffalo, NY 14211	Apartment Building	Unarmed security personnel services.

**REQUEST FOR PROPOSALS
FOR UNARMED SECURITY AT 19 DOAT ST, BUFFALO, NY 14211
FOR THE PERIOD MAY 1ST, 2021 – APRIL 30TH, 2022**

BID SUBMITTALS

SUBMISSION OF BID

1. Complete and sign **Proposal Bid Form** (form attached, 2 pages).
2. Signed and dated **Certificate of Non-Collusion** (form attached, 1 page).
3. Signed and dated **Contractor Debarment Certificate** (form attached, 1 page).
4. Signed and dated **Minimum Insurance Requirements for Vendors Acknowledgement** (form attached, 1 page).
5. Bids with all required documents must be **delivered** by **Friday, February 26th 2021 at 3:30 P.M.** deliverable to:

Andrew Linneman, Purchasing Agent
Lt. Col. Matt Urban Human Services Center of WNY
1081 Broadway
Buffalo, NY 14212

6. Appointments to review the buildings and/or questions on this request for qualifications may be directed to purchasing@urbanctr.org or at (716) 893-7222 ext: 227.

PROPOSALS. Proposals must be made upon the blank form provided. All blank lines in the proposal form must be filled in as noted and no change shall be made in the phraseology of the proposal or in the items mentioned therein. The bidder must be prepared, if requested by the Matt Urban Center, to present evidence of experience, ability and financial standing, as well as a statement as to available staff, equipment and machinery and furnish a tour of these facilities if requested by the Matt Urban Center. The form of contract and bond shall be provided by the Matt Urban Center.

The bid price should include the costs of all equipment, operators and materials. Management reserves the right to remove one or all requested items based on proposal results.

BID BOND. A bid bond is not required under this contract for services.

SUBCONTRACTING. The contractor is prohibited by law from assigning or subcontracting the contract without the previous written consent of the Matt Urban Center Executive Director.

WORK EXPERIENCE. The successful bidder will have to show evidence that their company has equipment and experience necessary to perform the required work.

CONDITION OF EQUIPMENT. Equipment offered by the contractor must be in good operating condition and maintained in such condition while performing the work required under any resultant contract.

EQUIPMENT OPERATORS. The bidder's operators must be well trained in the operation of the equipment and must be skilled in the performance of all phases of the work required to be done.

BID AWARD. The bid will be awarded to the lowest responsible bidder.

In order to be considered as a successful bidder, the attached "Certificate of Non-Collusion"

**REQUEST FOR PROPOSALS
FOR UNARMED SECURITY AT 19 DOAT ST, BUFFALO, NY 14211
FOR THE PERIOD MAY 1ST, 2021 – APRIL 30TH, 2022**

will have to be signed by the bidder and dated prior to submitting the bid. The work to be carried out under this contract will be designated by the Matt Urban Center or its representative. The owner reserves the right to reject any or all proposals or to waive any informality.

COMMENCEMENT AND DURATION OF WORK. The successful bidder will be required to make his equipment and operators available to work beginning May 1st, 2021. Thereafter, until the conclusion of the contract work shall be continuous unless the Executive Director or their representative determines that operations shall be temporarily suspended. Temporary or seasonal suspension of operations will not relieve the bidder of his liability to continue his contract at such time as the Executive Director or their representative determines the resumption of operations is again favorable.

BID CONDITIONS

1. Proposals must be made upon the blank form provided. The blank spaces in the proposals must be filled in as noted and no change shall be made in phraseology of the proposal or in the items mentioned therein.
2. The bidder must be prepared to present evidence of experience, capacity, ability and financial standing.
3. The form of contract shall be provided by the Matt Urban Center.
4. In case of a difference between the stipulated amount of the proposal written in words and the stipulated amount written in figures, the stipulated amount in words shall govern.
5. Management reserves the right to remove one or all requested items based on proposal results.

**REQUEST FOR PROPOSALS
FOR UNARMED SECURITY AT 19 DOAT ST, BUFFALO, NY 14211
FOR THE PERIOD MAY 1ST, 2021 – APRIL 30TH, 2022**

EXECUTION OF CONTRACT

INSPECTION AFTER WORK HAS BEEN COMPLETED. The contractor's work will be subject to inspection and review. The winning contractor must name a supervisor who will serve as the contact for discussion of work performed and its satisfaction to the owner.

Upon satisfactory completion of the work an invoice for work performed shall be emailed to the Matt Urban Center's Accounting Department at 1081 Broadway, Buffalo, NY 14212.

DAMAGE. The contractor will be held responsible for damage to the site(s) caused by the contractor. The contractor will, in the event of any damage, notify the Matt Urban Center Executive Director immediately and shall make the necessary repairs by qualified personnel within a reasonable amount of time. Or, if agreed to by both parties, the Matt Urban Center will have the necessary repairs made and the Contractor will be billed for said repairs. Payments during that work period shall be held back until such time as the necessary repairs have been made and approved by the Matt Urban Center. Amounts due for repairs may be reduced from any amounts due to the contractor.

INTERPRETATION OF DOCUMENTS. If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the specifications or other contract documents, or finds discrepancies in or omissions from the specifications, he may submit to the Chief Financial Officer of the Matt Urban Center a written request for an interpretation or correction thereof, delivered to this address.

Lt. Col. Matt Urban Human Services Center of WNY, Inc.
c/o CFO
1081 Broadway
Buffalo, NY 14212

Written requests may be emailed to purchasing@urbanctr.org. Such request shall be made no later than five (5) days prior to the date of opening bids. The Chief Financial Officer of the Matt Urban Center or their designee shall respond to such request at least three (3) days prior to the date for opening bids by means of a communication which shall be forwarded to all prospective bidders who were mailed or picked up the specifications.

**REQUEST FOR PROPOSALS
FOR UNARMED SECURITY AT 19 DOAT ST, BUFFALO, NY 14211
FOR THE PERIOD MAY 1ST, 2021 – APRIL 30TH, 2022**

BIDDER CONTACT INFORMATON:

Company: _____

Address: _____

Signature: _____

Print Name: _____

Title: _____

MWBE Certified: Yes / No MWBE Federal ID #: _____

Office Phone #: _____ Mobile Phone #: _____

Email: _____

Date: _____

**REQUEST FOR PROPOSALS
FOR UNARMED SECURITY AT 19 DOAT ST, BUFFALO, NY 14211
FOR THE PERIOD MAY 1ST, 2021 – APRIL 30TH, 2022**

NOTE: ALL LINE ITEMS MUST BE FILLED IN ORDER FOR BID TO BE ACCEPTED.

BID ITEM – UNARMED SECURITY PERONNEL SERVICES

Furnish equipment, operators, and material for unarmed security personnel services at properties specified for May 1st, 2021 – April 30th, 2022:

TOTAL ANNUAL PRICE:

19 Doat Street Buffalo, NY 14211	<u>Estimated Hours</u>	<u>Price Per Hour</u>	<u>TOTAL Annual Cost</u>
<u>Regular Hours</u>	2,032	\$	\$
<u>Holiday Hours</u> (Christmas 2021, New Year's Day 2022)	48	\$	\$

TOTAL Annual Cost:

_____ Dollars \$ _____

(Example: One Thousand Two Hundred Eighty Dollars \$ 1,280.00)

**REQUEST FOR PROPOSALS
FOR UNARMED SECURITY AT 19 DOAT ST, BUFFALO, NY 14211
FOR THE PERIOD MAY 1ST, 2021 – APRIL 30TH, 2022**

CERTIFICATE OF NON-COLLUSION

By submission of this bid or proposal, the 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 their knowledge and belief:

a) 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;

b) 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 the opening, directly or indirectly, to any other bidder or to any competitor;

c) 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;

I hereby affirm under the penalties of perjury that the foregoing statement is true.

Dated: _____

Signature of Officer

Print Name & Title

STATE OF NEW YORK
COUNTY OF ERIE SS:

On the ____ day of _____ in the year ____ before me, the undersigned, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

**REQUEST FOR PROPOSALS
FOR UNARMED SECURITY AT 19 DOAT ST, BUFFALO, NY 14211
FOR THE PERIOD MAY 1ST, 2021 – APRIL 30TH, 2022**

NEW YORK STATE CONTRACTOR DEBARMENT CERTIFICATION

Contractor Business Name: _____

List all Business Owners: _____

We acknowledge that our firm is providing an estimate for work to the Matt Urban Center in connection with a project at 19 Doat Street, Buffalo, NY 14211.

We have been informed that some of these projects are funded with federal Community Development Block Grant, federal HOME grant funds, or New York State grant funds.

Accordingly, we confirm that neither our company, nor any of its owners (as we have identified above), have been debarred from participating in federal or New York State Contracts. Furthermore, we confirm that the list of business owners shown above is complete and true.

Name and Title

Signature

Date

This document is provided in connection with a federal grant program and is subject to a PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S.C. Title 18, Sec. 1001, providing for a penalty or imprisonment for knowingly falsified information in connection with these properties.

**REQUEST FOR PROPOSALS
FOR UNARMED SECURITY AT 19 DOAT ST, BUFFALO, NY 14211
FOR THE PERIOD MAY 1ST, 2021 – APRIL 30TH, 2022**

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

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 their knowledge and belief that the Contractor shall, during the performance of this Contract, agree to the following:

(i) The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination.

(ii) The Contractor shall state in all solicitations or advertisements for employees that, in the performance of state funded contracts, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

(iii) At the request of the Division, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other contract or understanding, to furnish a written statement that such employment agency, labor union, or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such employment agency, union or representative will affirmatively cooperate in the implementation of the Contractor's obligations.

EQUAL EMPLOYMENT OPPORTUNITY PLEDGE

The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. For these purposes, affirmative action shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.

I hereby affirm under the penalties of perjury that the foregoing statements are true.

Signature: _____

Printed Name: _____

Title: _____

Dated: _____

M/WBE UTILIZATION PLAN

Dear Contractor:

The Town of Cheektowaga Office of Community & Economic Development is working to promote opportunities of certified minority- and women-owned business enterprises and the employment of minority group members and women in the performance of our rehabilitation projects. Our office has established an overall goal of 30% for M/WBE participation. We ask that your company work with us in trying to attain our goals, by reporting all Certified M/WBE Subcontractors and Suppliers that you will be using on this rehabilitation project.

Please complete this form and return it to our office with the bid package. Thank you for your cooperation and your continued interest in our rehabilitation program. Identify any subcontractor and/or supplier you intend to use for this project. Use additional sheets of paper, if necessary. If they are an MBE and/or WBE, please check the appropriate box.

Rehabilitation project address: _____ Total project cost estimate: \$ _____

Contractor Company Name: _____ Address: _____

Contact Name: _____ Telephone #: _____

MWBE Name, Address, Contacts Name, Telephone	Federal ID#	Type of Service Provided	Classification	\$ Amount
A.		<input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	
B.		<input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	
C.		<input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	
D.		<input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	

Prepared by (signature): _____

Date: _____

Print name : _____