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North Babylon Public Library  
North Babylon, New York

Legal Notice is hereby given that sealed bids will be received and publicly read by the Board of Trustees, North Babylon Public Library, Village of North Babylon, Suffolk County, New York on Monday, August 15, 2022 at 2:00 PM prevailing time at the Library for the provision of Security Guard Services.

Sealed bids should be addressed to the attention of:  
Marc D. Horowitz  
Library Director  
North Babylon Public Library  
815 Deer Park Avenue  
North Babylon, New York 11703-3812.

All bids must be submitted to the Library Director on or before the date of opening in sealed envelopes, bearing on the outside the name and address of the bidder. Bids must be plainly marked on the outside of the envelope, the nature of the bid contained. Detailed specifications on this project are available through the Library's business office or on the library's website:

[www.NorthBabylonPL.org](http://www.NorthBabylonPL.org)

Bidders are required to submit documentation and information indicating and establishing full and complete compliance with all aspects of the specifications. Failure to fully and completely respond with such documentation or information and/or comply with the specifications in any respect constitutes a ground to reject any bid submitted.

A bidder may withdraw his bid only in writing in advance of the actual award.

The Board of Trustees reserves the right to reject any and all bids and waive irregularities and informalities in bidding or to award contracts which in its judgment are best for the library.

Dated: July 19, 2022

By order of the Board of Trustees, North Babylon Public Library

Security Guard Services  
Bid Specifications

1. **Contract Term:** One 12 month commencing on or about August 31, 2022 and terminating on or about August 31, 2023, the successful bidder will provide to the Library, security services to the library building and grounds. At the election of the Library, annual renewals upon the same terms and conditions will be considered. The Library may terminate this agreement for any reason upon two weeks written notice to the security company and upon such termination the Library's sole obligation shall be to pay the provider the agreed upon amount for the services previously provided.
2. **Security Service Provider:** The security service provider shall have all necessary New York State and/or local government or agency licenses and/or certifications establishing that it is authorized to provide such services by the State of New York and any applicable local government or agency. Furthermore, the Security Service Provider must execute the aforementioned contract containing a statement that it will perform the required service to the highest standards of the profession.
3. **Security Personnel:** Security personnel must have successfully completed security officer training, as determined to be acceptable to the Library, and shall have all the required New York State and/or applicable local government licensing and/or certifications. Security personnel must be able to communicate fluently and effectively in the English language, both orally and in writing. Security personnel must have formal LE background (current, retired, corrections, military police, etc.)
4. **Physical Training and Performance Standards:** Security personnel for service at the library shall be trained by the successful bidder at its expense in the areas of: location of facility and general layout, reporting procedures, appearance and conduct, telephone techniques, report writing, fire prevention and control, access, laws of evidence, search and seizure, theft and pilferage, first aid, crowd and mob control, communications, bombs and bomb threat procedures, perimeter and exterior protection, CCTV and recording equipment, legal restrictions on arrest/use of force/seizure. Must be able to effectively control poorly behaved patrons.
5. **Scope of Patrols:** Security officers will provide security service to the Library building and grounds in order to check the building and grounds to assure that they are safe and secure.
6. **Hours of Coverage:** Hours are to be determined by the Library. The Library's present hours of operation are Monday through Friday, 9:00 AM to 8:00 PM, Saturday, 9:00 AM to 5:00 PM and Sundays (October through May), 1:00 PM to 5:00 PM. Coverage may be required for all or part of this operational schedule as determined by the Library. *Anticipated hours of coverage are Monday through Friday, 1:00 PM to 8:00 PM.*
7. **Security Guard Coverage:** One security officer will be required. The Library may require additional coverage from time to time. At the Library's request, the Security Service Provider will provide additional security officers on library property to maintain order, protect Library property, direct traffic, etc.
8. **Bonding:** All security officers are to be bonded, in form, terms and amounts acceptable to the Library.
9. **Time and Payment:** All security officers will be required to record their time worked on a time clock provided by the Library. Payment to the Security Service Provider will be based

solely on the time recorded. Payment is made based on two week pay periods, and to be authorized at the monthly Board meeting, usually scheduled for the 3<sup>rd</sup> Tuesday of the month.

10. **Insurance:** The Security Service Provider will furnish the Library with a current Certificate of Liability indicating the appropriate coverage for such services as delineated below from insurance carriers licensed to issue such policies in the State of New York having an AM Best rating of A or greater and which is deemed acceptable by the Library. The Library shall be named as an additional insured on the Security Service Provider's policy with coverage limits of a minimum of one million dollars (\$1,000,000.00) per occurrence and two million dollars (2,000,000.00) aggregate. A Worker's Compensation policy must be included. A 1,000,000.00 umbrella is highly recommended.
11. **Background Checks:** Bidders must certify that they have conducted the appropriate criminal/background searches and that all security personnel have no criminal or otherwise inappropriate background or history.
12. **Training Standards:** All security officers are to be trained to the highest standards of the profession.
13. **Appearance:** Uniforms or blazer/dress slacks/shirt/tie/shoes. Security officers must be clearly identifiable.
14. **References:** Each Bidder is to provide a minimum of three (3) current references. If for any reason the references provided by the security company result in inadequate, unsatisfactory and/or unacceptable responses and/or information as determined by the Library Director and/or the Board of Trustees, or other information is obtained by the Library Director and/or Board of Trustees indicating unacceptable past performance, background, and/or information relative to experience, reliability and competence of the bidder through the aforementioned references and/or other sources, the Board of Trustees may reject such bidder's bid irrespective of whether the bid is the lowest submitted, and without the necessity of a responsibility hearing.
15. **Right of Dismissal:** The Library will direct day-to-day duties of security officers, performing duties as set forth in this agreement. The Library reserves the right to dismiss and/or reject any personnel assigned by the provider to the Library for any reason, and to require the Security Service Provider to provide other security officers.
16. **Indemnification and Hold Harmless:** The Security Service Provider will indemnify/hold harmless and defend the Library from any claims for personal injuries, property damage or claims of any other kind and nature including but not limited to court costs and/or attorney's fees emanating in any way from the services provided pursuant to this agreement.
17. **Prevailing Wages:** Bidders are required by law and these specifications to comply with the prevailing wage requirements of the New York State Department of Labor, set for Suffolk County providers of security guard services. The failure of any bidder to submit sufficient documentation and information indicating such compliance and/or the failure to comply with such prevailing wages shall require the rejection of any such bid submitted.
18. **Price Escalation / De-escalation Clause:** Effective July 1<sup>st</sup> of every year North Babylon Public Library will allow a change in billing rate paid to vendor/contractor only if there is a change (increase/decrease) in NYS prevailing wage rate for Suffolk county and only by the exact percentage increase or decrease in prevailing wage rate. (for example, if the prevailing wage rate increases by 2% the billing rate paid to vendor will be increased by 2%, likewise if there is a 2% decrease in prevailing wage rate, rate paid to vendor will be decreased by 2%).

19. **Open House:** Bidders are encouraged to come to the library and see the physical layout of the library, security cameras, entrances and exits, exterior grounds. Open house is tentatively scheduled for August 8, 2022, 2:00 PM, prevailing time. Call to confirm.

20. **Bid documents must contain:**

1. Cover letter.
2. Firm legal name, address, tax ID number, state of incorporation; name, title, address, fax, e mail of firm's contact with respect to this proposal.
3. Brief description of your firm.
4. Brief summary of firm's experience with libraries/not for profit/other similar entities.
5. Discuss why your firm is well suited to provide services to the library.
6. Identify any potential conflicts of interest.
7. Discuss any past or present civil or criminal legal investigations, litigation or regulatory action involving your firm or any of its employees that could have an impact on your role with the library.
8. References
9. Hourly costs for uniformed (or blazer/dress slacks/shirt/tie/shoes) unarmed security guard.

Note: Incomplete bids will not be considered.

## Invitation to Bid

Security Guard Service (unarmed) at the North Babylon Public Library

Enclosed is the bid announcement and bid specs for guard service at the North Babylon Public Library.

Guards are expected to have police/corrections/MP/etc. experience and be able to diffuse difficult patrons.

Anticipated hours: M-F, 1 PM – 8 PM

We have closed early since COVID, but we retain the right to return to 9 PM closing in which case hours would be 2 PM to 9 PM

Timeliness is critical since high school releases students at 2 PM

An open house is tentatively scheduled for August 8, 2022, 2 PM. It would be difficult to bid successfully without attending the open house.

Please note: A successful bid is just that.

It is not the ability to begin negotiations on fees/terms/hours/etc.

We have 2 effective guards. You are welcome to seek them out. Their current employer is discontinuing guard services.

Call to confirm or for more information.