



REQUEST FOR PROPOSALS

**FOR SECURITY GUARD SERVICE FOR
THE CAPITOL REGION EDUCATION COUNCIL**

Advertising Date:	April 16, 2019
Pre-Bid Conference Meeting:	April 26, 2019 at 10:00 am
Proposal Opening:	May 9, 2019 at 11:00 am

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**INVITATION TO BID
CAPITOL REGION EDUCATION COUNCIL
FOR SECURITY SERVICES #19-106**

The Capitol Region Education Council (CREC) of Hartford, Connecticut requests proposals from qualified Contractors for Security Services for CREC properties. Proposals will be received in the Purchasing office until 11:00 a.m. on May 9, 2019 at which time no further proposals will be considered.

Please see CREC web site at www.crec.org/rfp or the DAS web site www.das.ct.gov for packets and all information regarding this RFP.

Mandatory Pre Bid conference will be April 26, 2019, 10:00 AM at 147 Charter Oak Ave Hartford CT.

Questions concerning the proposal shall be directed to Kate Rotella krotella@crec.org

CREC reserves the right to reject any or all proposals, and in particular, to reject a proposal incomplete or irregular. CREC reserves the right to waive any informality or irregularity in any proposal received, to negotiate changes to offered terms and to accept the proposal that, in its judgment, will be in the best interest of CREC.

The Capitol Region Education Council is an Equal Opportunity Employer.

INTRODUCTION

The Capitol Region Education Council (CREC) is pleased to announce the invitation to submit proposals to vendors for security services for CREC properties. Sealed proposals will be accepted at CREC, 147 Charter Oak Avenue, Hartford, Connecticut, 06106, until May 9, 2019 until 11:00 am, at which time, proposals will be publicly opened and read aloud. No extensions will be granted.

Please direct any and all questions concerning this RFP to Kate Rotella, Purchasing Manager, at krotella@crec.org.

ABOUT CREC:

CREC is a Regional Education Service Center (RESC) established under Connecticut Statute 10-66a-n.

CREC is a public non-profit organization and is tax exempt under section 170c (1) of the Internal Revenue Code.

MANDATORY PRE-PROPOSAL MEETING

Mandatory site visit is scheduled for April 26, 2019 at 10:00 AM at 147 Charter Oak Ave. Hartford, CT.

There will be a mandatory pre-proposal conference meeting to discuss specific requirements of the requested service. In order to be eligible to submit a Proposal, each vendor shall have participated in this pre-proposal meeting. Vendors will have an opportunity to ask questions pertaining to the scope of services. Vendors are required to familiarize themselves with the areas involved and the conditions under which the work is to be performed. Failure to do so will not relieve the successful vendor of the obligation to furnish all labor, material, and equipment in accordance with the requirements of this RFP and the Contract.

SCOPE OF WORK/SERVICES REQUIREMENTS

CREC is seeking proposals for Security Services for all properties listed in this RFP but not limited to. Due to the nature of CREC’s direct educational services to children, a number of CREC’s schools may continue to grow, thus requiring additional leased facilities to be added to the CREC portfolio of facilities. Likewise, there may be circumstances that require CREC to discontinue the use of a building thus reducing the number of buildings in CREC’s portfolio. CREC reserves the right to change start and ending times based on School schedule changes.

List of CREC Properties pursuant to RFP

Property Name	Address	Town
CREC Central	111 Charter Oak Avenue	Hartford
CREC Operations Center	147 Charter Oak Avenue	Hartford
Academy of Aerospace and Engineering Elementary School	525 Brook Street	Rocky Hill
Academy of Aerospace and Engineering High School	1101 Kennedy Road	Windsor
Academy of Science and Innovation	600 Slater Rd	New Britain
Ana Grace Academy of the Arts	20 Security Drive	Avon
Discovery Academy	176 Cumberland Avenue	Wethersfield
55 Van Dyke Avenue	55 Van Dyke Avenue	Hartford
Glastonbury East Hartford Magnet School	95 Oak Street	Glastonbury
Greater Harford Academy of the Arts Middle School	75 Van Dyke Avenue	Hartford
Greater Hartford of the Arts High School Huyshope Campus	160-172 Huyshope Avenue	Hartford
Transportation West Service Road	317 West Service Road	Hartford
Two Rivers Magnet Middle School	337 East River Drive	East Hartford
University of Hartford Magnet School	196 Bloomfield Avenue	West Hartford
The Learning Corridor to include Center Creative Youth	15 Vernon Street	Hartford
Greater Harford Academy of the Arts	15 Vernon Street	Hartford
Theater at Learning Corridor	659 Washington Street	Hartford
Commons Building	53 Vernon Street	Hartford
Montessori Magnet School	1460 Broad Street	Hartford
International Magnet School for Global Citizenship	625 Chapel Road	South Windsor
Metropolitan Learning Center for Global and International Studies	1551 Blue Hills Avenue	Bloomfield
Museum Academy Magnet School	11 Turkey Hill Road	Bloomfield
Civic Leadership High School	1617 King Street	Enfield
Reggio Magnet School of the Arts	59 Waterville Road	Avon

It is CREC's intention to award the contract for the Services by CREC, in its sole and absolute discretion to one (1) vendor. The Contract shall not be divisible between vendors.

CREC anticipates the Contract being entered into to include (all services described herein)

1. Security officer must be twenty-one (21) years of age, or older.
2. Have a minimum of three (3) years' security/law enforcement background or experience gathered in a related field.
3. Possess' a High School diploma or equivalent.
4. The individual(s) will be interacting with administrators, outside agencies, visitors, staff, and management while demonstrating a positive attitude, must have a friendly, outgoing, yet, professional demeanor.
5. Be literate in English language, able to speak, as well as read and understand written orders.
6. Be able to prepare reports and keep accurate records.
7. Have the ability to be flexible and help out where needed.
8. Maintain a neat and professional appearance at all times. The designated uniform for the position of Security Officer (provided by contractor) is:
 - Cruiser jacket with security emblem and badge
 - Shirt with security emblem and badge
 - Trousers (cargo style preferred)
 - Black shoes, socks and belt
 - Clean shaven and neatly kept beard for men
 - Washed and neatly styled hair
 - Rain coat and Hat – reflective color for visibility
 - Winter weight outer garment and cap
9. Have the ability to stand or walk for long periods of time
10. Be able to lift fifty (50) pounds
11. Be able to pass drug and background check – submit results. Background checks to include State, Federal DCF. All Checked annually and reports submitted to CREC Director of Security.
12. No Criminal records
13. Greet visitors and enforce sign-in and provide directions and information
14. Monitor security cameras
15. Control vehicular traffic
16. Escort employees and visitors to their vehicles
17. Open/close/secure building if required
18. Respond to all emergencies and be able to implement Emergency Procedures as needed
19. Be able to write up incident reports and report to the proper personnel
20. Individual locations may be responsible for maintaining, creating and distributing security access badges, proximity cards and/or photo IDs.
21. Report and correct hazardous conditions, which could cause personal injury

22. CREC Central, CREC Operations, and the University of Hartford Magnet Schools may require the Security officer to answer telephones located at the front desk during designated hours. Other location may require this service as needed
23. Help with parking and traffic control
24. Respond to all telephone and portable radio calls
25. Patrol all corridors, stairwells, restroom and classrooms
26. Carry portable radio and respond immediately to teacher/administrators request for assistance with students
27. Be able to take direction from Principal and Vice-Principal
28. Be observant for trespassers and unauthorized persons
29. Report any observed maintenance concerns or damaged or inoperable school property or equipment to the main office
30. In the event that an employee is absent from his or her work shift, the owner expects that shift will be covered. The contractor will submit a work schedule and summary of all hours required to perform the work according to specification.
31. The contractor will be responsible for maintaining a workforce that is trained and prepared to perform all and normal tasks required of a professional security staff in an educational environment. All security staff is expected to have the minimum of twelve (12) hours annually of training. The following subjects must be presented as part of any training curriculum. CREC reserves the right to identify many other areas for training as necessary.
 - Sexual Harassment Awareness Training
 - C.P.R. First Aid Training and Portable Defibrillator Training
 - Blood Borne Pathogens/Hazardous Communication
 - Incident Investigation and Report Writing
 - Management of Aggressive Behavior
 - Emergency Plans
 - ALICE
 - CPI (Crisis Prevention Institute Training)

32. No visible tattoos

Special Staff Requirement: CREC shall have input and be included into the placement of security officers at all locations. Current security guards shall have the opportunity to be retained into the new contract for consistency of operations. CREC has the right to remove any employee at any time/reason and the contractor to replace.

CREC Central and the University of Hartford Magnet School require the security officer to answer telephones located at the front desk during designated hours.

Vendors are required to provide fully trained back-up officer(s) to cover absences or approved vacations. We will have five (5) floating guards that will cover absences. If there are, no absences

the floating guards will be assigned to schools. Floaters will have transportation and valid license. Schools with more than three (3) guards will assign a lead guard.

Security Guard should be paid at a minimum \$15.00 per hour and have 5 paid holiday's.

Security Guard Interventions: Please note that this contract does not allow for direct security guard intervention at any location except for the **Metropolitan Learning Center, the Arts Academy High School, the Arts Academy High School at Sawtooth, Montessori School, Academy of Science and Innovation, Academy of Aerospace and Engineering Middle and High School, Civic Leadership High School and the Theater at the Learning Corridor.** In these executional cases the vendor may charge a higher rate although each guard must be trained in a recognized "non-violent crisis intervention" method. Proof of this training will be required.

MANAGEMENT

1. The vendor shall maintain an office, staffed and equipped, so that communications, correspondence, dispatching of employees, handling complaints, and other problems normally related to the Services can be efficiently and effectively provided.

Regardless of the supervision and staff setup proposed by the vendor for the Buildings and/or Supplemental Buildings, it shall be the vendor's sole duty and responsibility to maintain and administer all phases of the Services under the terms of an awarded Contract.

2. All vendors' employees shall be attired in suitable work clothes and each shall be identified by a suitable company decal on apparel and wear a conspicuous identification badge. Apparel shall be clean and in good condition at all times. Further defined in Scope of Services.
3. The vendor shall be solely responsible for the proper training and qualification of its employees and all persons providing the Services.

The vendor shall at all times enforce among its employees the compliance with all safety and other rules, regulations, policies and procedures as may be established by CREC.

4. The vendor shall indemnify and hold the CREC Council, CREC, and their respective officers, agents, and employees wholly harmless from any harm, damage, or loss arising from any cause related to actions or in-actions by any of its employees or anyone directly or indirectly employed by vendor or anyone for whose acts vendor may be liable.
5. The vendor shall employ an individual, or individuals, in a supervisory capacity, whose primary function will be the supervision of the vendor's employees or anyone directly or indirectly employed by the vendor or anyone for whose acts the vendor may be liable performing Services for the Facilities.

Said supervisor or supervisors shall be responsible for all communications, written or verbal, as required by the school principal, program manager or designate, concerning any activities related to the performance of the Services. The supervisor(s) shall represent the vendor, and all communications given to and given by the vendor. In addition, the supervisor(s) shall represent the policies and procedures developed by CREC as they pertain to the operations of the Facilities or the provided of the Services. These policies and procedures will be delivered through the direction of the CREC Director of Security.

Such communications may include, but not be limited to, the following:

- a. Reporting in , on a daily basis, to the school principal, program manager or designate, in the manner prescribed by the school principal, program manager or designee, at times to be determined on an individual site basis.
 - b. Describing the methods and procedures that will be employed to accomplish specific Services functions.
 - c. Report in writing, any and all damage resulting from an occurrence during the vendor's occupancy of a Building.
 - d. Providing notification of any dangerous or potentially dangerous conditions existing at the site upon which Services are performed by the vendor.
 - e. Such notification shall include any observed building maintenance needs.
 - f. Attending review meetings as scheduled by the director of security, school principal, and program manager or designate.
6. CREC reserves the right, acting through the principal, program manager or designee, to require, in its sole and absolute discretion, the removal, at any time, of any of the vendor's employees or anyone directly or indirectly employed by vendor or anyone for whose acts vendor may be liable performing Services.
7. All personnel directly or indirectly employed by vendor or anyone for whose acts vendor may be liable performing Services shall be carefully interviewed and screened for security.
 - a. Once the Contract has been awarded, the vendor shall furnish to CREC the names, social security numbers and State vendor's license numbers, if applicable, of all the employees who will be working at the Facilities. This list shall be maintained in an up to date status as the vendor hires, fires, or replaces employees.
 - b. The vendor shall submit with the response to this proposal a copy of its substance abuse and drug testing policies with respect to employees and new applicants for employment.
 - c. The vendor, at its own expense, shall have all employees assigned to work under the requirements of this RFP fingerprinted for the purpose of securing reports from the Connecticut State Police and Federal Bureau of Investigation. Background checks on employees are not considered a substitute for fingerprinting. Once the fingerprinting results are obtained, the vendor shall provide CREC a list of each employee's name, date they were fingerprinted and the fingerprinting results. Under no circumstances is any vendor

employee permitted to work at any Facility until they have been fingerprinted and the results obtained.

- d.** CREC reserves the right to require that any individual with a record of prior criminal convictions or with criminal charges pending against them not be assigned to work under the Contract.
- 8.** The vendor, at its own expense, shall have all persons performing Services trained and educated on sexual harassment in the workplace. The training shall be conducted in a classroom-like setting using clear and understandable language and in a format that allows participants to ask questions and receive answers. Audio, video and other training aides may be utilized to increase comprehension or to otherwise enhance the training process. Once the training is administered, the vendor shall provide CREC a list of each employee's name and the date they have completed the training requirement. The content of the training shall include the following:
- a.** Discuss the types of conduct that may constitute sexual harassment under the law, including the fact that the harasser or the victim of harassment may be either a man or a woman and that harassment can occur involving persons of the same or opposite sex.;
 - b.** Describe the remedies available in sexual harassment cases, including, but not limited, cease and desist orders; promotion or reinstatement; compensatory damages and back pay;
 - c.** Advise employees that individuals who commit acts of sexual harassment may be subject to both civil and criminal penalties; and
 - d.** Discuss strategies to prevent sexual harassment in the work place.

SUBMITTING A PROPOSAL

1. One (1) original and two (2) copies of Proposal Packet must be submitted in a sealed envelope(s) or package(s), bearing on the outside the wording “Security Guard Services #19-106”
2. Vendors shall only rely upon the written instructions of this RFP and any written addendums to the RFP, which addendums shall be posted on the web site. Vendor shall not rely upon, nor will CREC be responsible for, any verbal instructions given to vendors.
3. Responses may be dropped off or returned by mail to the address below. Responses submitted by mail must arrive prior to the due date and time and must be in a sealed envelope(s) or package(s) containing the Proposal (marked as directed above) addressed as specified to:

Kate Rotella, Purchasing Manager
Capitol Region Education Council
111 Charter Oak Avenue
Hartford, CT 06106
Request for Proposal Security Services #19-106

DOCUMENTS TO BE PROVIDED IN PROPOSAL

A Proposal shall contain all information required by this RFP. Otherwise, the Proposal may be considered non-conforming and subject to rejection.

1. Exhibit A – Vendor Affidavit
2. Exhibit B – Bid Form – Security Staffing Schedule with Cost’s include any attachments and additional information
3. Security Guard should be paid at a minimum \$15.00 per hour and have 5 paid holiday’s.

Proposal evaluators will place emphasis on completeness and clarity of content in each vendor’s Proposal. Thus, the clarity of a vendor’s written response will be considered along with a vendor’s capability to perform the requirements of this RFP.

REQUIREMENTS TO BID

INSTRUCTIONS TO BIDDERS

Authorized Signatures: Bids must be signed by a company officer or representative authorized to make contractual commitments.

Insurance: Each vendor must furnish a letter from an insurance company legally authorized to act within the State of Connecticut, indicating that the vendor is insurable to the extent required by specifications listed under the Insurance and Property Requirements section.

Late Bids: Bids received after the date and time specified for public opening on page one (1) of this document will not be accepted.

Bid Price: Bidders shall submit pricing as outlined in the bid document.

Rejection for Default or Misrepresentation: The CREC Operations reserves the right to reject the bid or any bidder that is in default of any prior contract or for misrepresentation.

References: Each vendor should submit a list of at least five (5) references from other customers where the vendor is supplying similar services. Each reference should include a contact name, phone number, company name, number of years vendor has supplied services to the company and type of services rendered. Vendors are also welcome to submit any written letters of recommendation.

Award: Bids will be evaluated and awarded to the lowest competitive bidder based on quality of the goods and service to be supplied, their compliance with specifications, price, administrative costs, ability to perform within the required time without delay, skill, judgment and experience, past performance and financial responsibility.

Affidavit. Please see the Vendor affidavit. A signed copy of the vendor affidavit must be included in the Proposal.

Other. Information which a vendor desires to present that does not fall within any of the above categories may be presented in the Bid Form Section.

INFORMATION AND GENERAL REQUIREMENTS TO BIDDERS

1. Sealed proposals three copies and one original will be received at the Office of the Purchasing Manager. Please address all packages Capitol Region Education Council, **Attn: Purchasing Manager** 111 Charter Oak Ave. Hartford, Ct 06106. At the designated time of opening, they will be publicly opened, read, recorded and placed on file. Bids may be mailed or hand-delivered by the specified time, please address as stated to ensure delivery to the correct office. **Packets received after designated time will not be accepted.**
2. The envelope enclosing your bid should be clearly marked on its front by Bid number, Bid Name, time of bid opening and date.
3. Whenever it is deemed to be in the best interest of the agency, The Capitol Region Education Council reserves the right to reject any or all bids, completely or in part, and to waive technical defects, irregularities or any informality in any bid when such action is deemed in the best interest of the agency. Their decision is final.
4. The Bid Documents contain the provisions required for the requested item. Information obtained from an officer, agent, or employee of CREC, any other person shall not affect the risks, or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the Bid.
5. Each bidder is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site, which would affect their work before submitting a bid. Failure to meet these criteria shall not relieve the Bidder of the responsibility of completing the Bid without extra cost to CREC.
6. The bidder agrees and warrants that in the submission of this sealed bid, they will uphold CREC commitment to following Connecticut State and Federal law ensuring full compliance. CREC prohibits harassment and discrimination on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability in accordance with Titles VI, VII of the Civil Rights Act of 1964, which affirms that no person or group of persons is excluded from participation, denied benefits, or otherwise subjected to discrimination or permits discrimination under any program or activity or any service rendered to the public, on the grounds of race, color, creed, religion, national origin, sex, age or disability. Title IX of the Education Amendments Act of 1973; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1991; and applicable state laws. Unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut. The bidder further agrees to provide the Connecticut Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the bidder. An Affirmative Action Statement may be required by the successful bidder.

7. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this bid will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless CREC for all damages assessed against CREC as a result of Bidder's failure to comply with said standards and/or regulations.
8. The Capitol Region Education Council is exempt from Excise, Transportation and Sales taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in proposal prices. Exemption certificates will be provided upon request.
9. By submitting a proposal, Vendors/Bidders certify that the proposal is made independently and without collusion, agreement, understanding, or planned course of action with any other Vendor/Bidder and that the contents of the proposal shall not be disclosed to anyone other than their employees, agents, or sureties prior to the official opening. Non-Collusion Statement to be filled out.
10. Vendors shall observe and comply with all Federal, State and local laws, ordinances and regulations. Vendors shall indemnify and save harmless CREC, all of its officers, agents and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulation or negligence whether by the bidder, his employees, his consultant and/or their employees.
11. Bidders are responsible for checking the Capitol Region Education Council website at www.crec.org/coop for any addendums and updates to the Bid.

Additional Information:

All Questions must be submitted in writing to the purchasing manager via email at krotella@crec.org

Rights Reserved CREC

The Capitol Region Education Council reserves the right to award in part, to reject any and all, in whole or in part, for misrepresentation or if the respondent is in default of any prior CREC contract, or if the Respondent limits or modifies any of the terms and conditions and/or specifications of the Request. CREC also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, the best interest of CREC will be served.

Instructions: CREC Insurance Requirements

All contractors and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work at any CREC facility. Contractors and vendors must obtain, at their own expense, all the insurance required here from an insurance company A.M. Best rated as “A-VII” or better, and acceptable evidence of such insurance must be properly furnished to, and approved by, CREC.

All subcontractors are subject to the same requirements. It the responsibility of the primary contractor or vendor to obtain acceptable evidence of insurance from subcontractors.

CREC also requires that they be named as an additional insured on your general liability policy(ies). Your general liability policy must be specifically endorsed with ISO Endorsement CG 20 10 (or equivalent) or ISO Endorsement CG 20 26 (or equivalent), *and* ISO Endorsement CG 20 37 (or equivalent). Where these forms require a description of locations or projects, enter “All CREC locations or projects”. These form numbers must be specifically referenced on the certificate of insurance. If your insurance company uses a different form to provide CREC with additional insured status on your policies, copies of those forms must be provided in advance with the insurance certificate for review and approval by CREC. All coverage must be primary and noncontributory as to CREC.

The amounts of insurance available to CREC as additional insured must be equal to the full policy limits carried by the contractor or vendor, including primary and excess (umbrella) liability policies. Coverage provided under excess or umbrella policies must be at least as broad as that found in required underlying policies.

The proper name for the entity to be named as additional insured is: “Capitol Region Education Council, and/or related or affiliated entities.” Evidence of compliance with these requirements is with the ACCORD form 25, “Certificate of Liability Insurance”, plus copies of any required additional insured endorsements. Certificates should be submitted with proposal.

Evidence of compliance with these requirements is with the ACCORD form 25, “Certificate of Liability Insurance”, plus copies of any required additional insured endorsements. Certificates should be sent to: **Capitol Region Education Council**, Jeffrey E. Ivory, Comptroller, Business Services, 111 Charter Oak Ave., Hartford, CT 06106-1912. Tel.: (860) 524-4068, Fax: (860) 247-1949, Email: jivory@crec.org .

Current insurance certificates must be furnished to CREC at all times. It is also the duty of contractor or vendor to provide renewal or replacement certificates to CREC ten (10) days prior to renewal or new placement of any insurance policy which may expire or renew during the term of any project or engagement, and to give CREC thirty (30) days’ notice of any cancellation or change in the terms of such policy or policies during the periods of coverage. Upon request of CREC, the contractor or vendor shall furnish to CREC for its examination and approval such policies of insurance with all endorsements, or copies thereof, certified by the authorized producer of the insurance company.

CREC reserves the right to make commercially reasonable changes to these requirements during the term of any work or project.

Indemnification

The contractor/vendor shall save harmless, indemnify, and in the event of claim, notification or suit will immediately defend CREC and any related or subsidiary entities, their officers, employees and volunteers, from and against all loss, costs, damage, expense, claims or demands arising out of or caused or alleged to have been caused in any manner by the performance of work or use of facilities herein provided, including all suits, claims or actions of every kind or description brought against the CREC either individually or jointly with the entity or organization for or on the account of any damage or injury to any person or persons or property, including the entity or organization's employees or their property, caused or occasioned, or alleged to have been caused or occasioned in whole or in part by the entity or organization, including any subcontractor, their employees or agents.

Required		
√	Commercial General Liability	<p>\$1,000,000 per occurrence minimum, or sufficient to satisfy required underlying limits for the umbrella policy (see below). Policy form must be ISO CG 00 01, <i>or equivalent acceptable to CREC</i>. The CGL policy must include coverage for:</p> <ul style="list-style-type: none"> · Liability from premises and operations. · Liability from products or completed operations. · Liability from actions of independent contractors. · Liability assumed by contract. <p>All coverage provided to CREC under this section must be primary and non-contributory. CREC must be specifically named as “additional insured” on your CGL policy with ISO form CG 20 10 or CG 20 26 and form CG 20 37, <i>or equivalent acceptable to CREC</i>. \$2,000,000 aggregate for bodily injury/property damage Any Aggregate limit must apply per job/project. Products/completed operations must be carried for 2 years after completion of job and acceptance by CREC.</p>
√	Automobile Liability	<p>Covering owned, hired & non-owned vehicles. \$1,000,000 per accident min. or sufficient to satisfy required underlying limits for the umbrella policy (see below).</p>
√	Workers Compensation Employers Liability	<p>WC, Statutory EL \$1,000,000 per accident minimum, or sufficient to satisfy required underlying limits for the umbrella policy (see below).</p>
√	Umbrella or Excess Liability	<p>\$5,000,000 per occurrence minimum. Coverage must be excess over underlying policies described above. All coverage provided to CREC under this section must be at least As broad as that found in the underlying policies, and must be primary and non-contributory with any other insurance available to CREC.</p>
	Professional Liability	\$X,000,000 per occurrence/ \$X,000,000 aggregate
	Contractors Pollution Liability	\$1,000,000 per occurrence/ \$1,000,000 aggregate

AWARD OF CONTRACT

PROPOSAL ACCEPTANCE

Sealed Proposals will be accepted at CREC Operations located at 147 Charter Oak Avenue, Hartford, Connecticut, 06106, until 11:00 a.m. on May 9, 2019 at which time, Proposals will be publicly opened and read aloud. No extensions will be granted.

CREC shall have the right, in its sole and absolute discretion, to reject any or all Proposals and, in particular, to reject a Proposal not in compliance with the RFP, or a Proposal which is in any way incomplete or irregular. Further, CREC shall have the right, in its sole and absolute discretion, to waive any informality or irregularity in any Proposal received, to negotiate changes, to offered additional terms and to accept the Proposal that, in its judgement, will be in the best interest of CREC.

CREC may investigate and research, as it deems necessary, any vendor to determine the ability of the vendor to perform the Services. The vendor shall furnish al information and data for this purpose as CREC may request.

CREC reserves the right to reject any Proposal if evidence submitted by the vendor, or investigation of the vendor, fails to satisfy CREC that the vendor is properly qualified to perform the Services.

The vendor certifies under penalty of perjury that, to the best of their knowledge and belief, the prices in the Proposal have been arrived at independently, without collusion, consultation, communication, or agreement with any other vendor or competitor and, further, that the prices which have been quoted in the Proposal have not been knowingly disclosed by the, directly or indirectly, to any other vendor or competitor prior to the opening of Proposals by CREC. The submission of a Proposal shall serve as conclusive evidence that the vendor is satisfied as to all requirements outlined in the RFP and to all conditions serving to control the execution of any contract which may be executed between the parties.

ADDITIONAL VENDOR INFORMATION

Vendors submitting a Proposal may be required to give an oral presentation of their Proposal. The oral presentation is intended to be fact finding and explanation session only and will not include negotiation. CREC will schedule the time and location of the oral presentations. The decision to conduct oral presentations shall be exercised only at the option of CREC.

During the evaluation process, CREC reserves the right, where it may serve in the best interests of CREC, to request additional information or clarifications from vendors, or to allow corrections of errors or omissions. CREC reserves the right to retain all Proposals submitted and to use any ideas in a Proposal regardless of whether that Proposal is selected.

AWARDING OF CONTRACT

Awarding of the Contract for the Services by CREC, in its sole and absolute discretion, shall only be to one (1) vendor. The Contract shall not be divisible between properties.

It is to be noted that an important consideration in the award evaluation process will be the total cost of the vendor response, including, but not limited to, the number of personnel, their hours and wages proposed. The decision of CREC as to the adequacy of the number of personnel and their hours will be considered final and not subject to recourse by the vendor. The Contract award will be based upon the total cost of the properties and will not include the cost of the properties.

In addition, another important consideration in the award evaluation process will be the Security Guard Service experience a vendor has with schools and related facilities.

CREC may elect to award the Contract to a vendor that has not submitted the lowest Proposal if it is judged to be in CREC's best interest. Criteria which could be applied in the determination would include, but not be limited to, evidence of financial responsibility, performance on other contracts, experience, and ability to provide future services, references and utilization of technology.

No Proposal shall be accepted, nor Contract awarded, to any vendor whose performance on any previous contract has been determined to be unsatisfactory by CREC, in its sole and absolute discretion.

It is expected that a contract award decision will be made by May 2019. All vendors submitting bids will be notified of our decision.

CREC shall not be responsible for any alleged oral instructions or contract interpretations given to vendors.

TERM OF CONTRACT

CREC will award a three (3) year Contract, with two, one (1) year options to renew. The options to renew may be exercised provided CREC is satisfied with the performance of the vendor through the original term.

Under the options to renew, the Contract shall be renewable in its present form, with terms and conditions of the renewal term negotiated and completed three (3) months prior to the expiration of original term. In the event the foregoing time limit is not complied with, the renewal option shall be deemed expired upon the expiration of said time limit.

All items in the RFP and those contained in the vendor's Proposal that have been agreed to by CREC are considered incorporated into the Contract as if fully set forth therein. In the event of

conflicts between the terms and conditions of the RFP and a vendor's Proposal, the terms and conditions of the RFP shall govern and control.

NOTICE OF AWARD

Until a Contract has been awarded, no vendor can claim any contract rights by virtue of the Proposal alone, or results of the public bid opening. Awarding of the Contract means actual written notice to the vendor that the Contract has been awarded.

PAYMENT FOR SERVICES

CREC agrees to pay the vendor in twelve (12) monthly installments for the Services. Each month, the vendor will submit an invoice for the prior month's Services which will be based upon the buildings and facilities under the Contract at the point in time. As previously noted, it is not uncommon for CREC to change the buildings and facilities under Contract as the number of School children being taught, or programs being offered, changes.

The monthly vendor invoices will be prepared by address and by building.

Payment for Security guard services beyond the Services that have been agreed to will be made through a vendor invoice. The vendor invoices shall be paid subject to the timeliness and accuracy of the vendor's invoices, meeting CREC's requirements and subject to CREC's internal approval process.

Special event invoices shall be submitted separately by address and by building.

CREC reserves the right NOT to reimburse the vendor for any invoices submitted by vendor that represent Services which were performed six (6) months prior, or previous to that time frame.

CANCELLATION OR CHANGES TO THE CONTRACT

1. In addition to any other rights CREC may have under the awarded Contract, CREC reserves the right terminate the Contract without cause, in part or in whole, without penalty, upon thirty (30) days written notice to the vendor. In case of such termination, the vendor shall be entitled to receive payment for Services performed in accordance with this Contract, and actual costs incurred by reason of such termination, however the vendor and any party claiming through or under the Contractor shall not be entitled to any overhead or profit on Services not so executed or unexecuted.

Any Contract cancellation notice shall not relieve the vendor of the obligation to deliver and/or perform the Services prior to the effective date of termination.

2. CREC reserves the right to modify the general scope of the Contract by written notice to the vendor and in such event the compensation under the Contract shall be equitably adjusted based upon the unit prices contained in the Proposal. Changes with the scope of the Contract include, but are not limited to, the following:
 - a. Termination of services provided to a building or address if the building or address ceases to be owned or leased by CREC, or if programs with the building have changed; and
 - b. Additional of buildings or addressed during the term of the Contract.

APPENDIX A

VENDOR AFFIDAVIT

(To be submitted on your firm's letterhead)

Kate Rotella
Purchasing Manager, CREC
111 Charter Oak Avenue
Hartford, CT 06106

Dear Ms. Rotella:

We have read the Request for Proposal and fully understand its intent and contents. We certify that we have adequate personnel, insurance, equipment, and facilities to fulfill the specified requirements. We understand that our ability to meet the criteria and provide the required services shall be judged solely by the Selection Committee.

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to CREC.

Submitted by: _____
(Firm)

Date: _____

(Authorized Signature)

Title: _____

Telephone: _____

Email: _____

EXHIBIT B – BID FORM AND STAFFING

Security Officer	Work Schedule	Total Weekly Hours and Shift Time	
Academy of Science and Innovation – Total Weekly Hours: 220 600 Slater Road, New Britain, CT 06053			Total Weekly Cost
Lead Security Officer One	Monday – Friday	7:00AM – 3:00PM (40 HPW)	
Security Officer Two	Monday – Friday	7:00AM – 3:00PM (40 HPW)	
Security Officer Three	Monday – Friday	7:00AM – 3:00PM (40 HPW)	
Security Officer Four	Monday – Friday	7:00AM – 3:00PM (40 HPW)	
Security Officer Five	Monday – Friday	10:00AM – 6:00PM (40 HPW)	
Security Officer Six	Monday – Friday	2:00PM – 6:00PM (20 HPW)	
Academy of Aerospace and Engineering ES – Total Weekly Hours: 82.5 525 Brook Street, Rocky Hill, CT 06067			Total Weekly Cost
Security Officer One	Monday – Friday	8:00AM – 5:30PM (47.5 HPW)	
Security Officer Two	Monday – Friday	6:00AM – 1:00PM (35 HPW)	
Academy of Aerospace and Engineering MS & HS – Total Weekly Hours: 210 1101 Kennedy Road, Windsor, CT 06095			Total Weekly Cost
Lead Security Officer One	Monday – Friday	6:30AM – 4:30PM (50 HPW)	
Security Officer Two	Monday – Friday	7:00AM – 4:00PM (45 HPW)	
Security Officer Three	Monday – Friday	9:30AM – 6:30PM (45 HPW)	
Security Officer Four	Monday – Friday	8:00AM – 4:00PM (40 HPW)	
Security Officer Five	Monday – Friday	4:00PM – 10:00PM (30 HPW)	
Ana Grace Academy of the Arts – Total Weekly Hours: 87.5 20 Security Drive, Avon, CT 06001			Total Weekly Cost
Security Officer One	Monday – Friday	6:30AM – 4:00PM (47.5 HPW)	
Security Officer Two	Monday – Friday	10:00AM – 6:00PM (40 HPW)	

Civic Leadership High School (Public Safety Academy) — Total Weekly Hours: 175 16, Enfield, CT 06082			Total Weekly Cost
Lead Security Officer One	Monday - Friday	7:00AM – 4:30PM (47.5 HPW)	
Security Officer Two	Monday – Friday	7:00AM – 3:30PM (42.5 HPW)	
Security Officer Three	Monday – Friday	7:00AM – 3:30PM (42.5 HPW)	
Security Officer Four	Monday – Friday	7:00AM – 3:30PM (42.5 HPW)	
CREC Central – Total Weekly Hours: 82.50 <i>*Existing three (3) Guards Retained in New Contract*</i> 111 Charter Oak Avenue, Hartford, CT 06106			Total Weekly Cost
Security Officer One	Monday – Friday	6:30AM – 2:30PM (40 HPW)	
Security Officer Two	Monday – Friday	2:30PM – 7:00PM (22.5 HPW)	
Security Officer Three	Monday – Friday	3:00PM – 7:00PM (20 HPW)	
CREC Central – Total Weekly Hours: 57.5 <i>*Existing two (2) Guards Retained in New Contract*</i> 147 Charter Oak Avenue, Hartford, CT 06106			Total Weekly Cost
Security Officer One	Tuesday - Thursday	6:30AM – 6:00PM (34.5 HPW)	
Security Officer Two	Monday & Friday	6:30AM – 6:00PM (23 HPW)	
CREC Transportation – Total Weekly Hours: 95 317 West Service Road, Hartford, CT 06106			Total Weekly Cost
Security Officer One	Monday – Friday	4:30AM – 9:30AM 1:30 PM – 6:00 PM (47.5 HPW)	
Security Officer One	Monday – Friday	4:30AM – 9:30AM 1:30 PM – 6:00 PM (47.5 HPW)	
Discovery Academy – Total Weekly Hours: 85 176 Cumberland Avenue, Wethersfield, CT 06109			Total Weekly Cost
Security Officer One	Monday – Friday	7:00AM – 4:00PM (45 HPW)	
Security Officer Two	Monday – Friday	10:00AM – 6:00PM (40 HPW)	
Glastonbury-East Hartford Magnet School – Total Weekly Hours: 62.5 95 Oak Street, Glastonbury, CT 06033			Total Weekly Cost
Security Officer One	Monday – Friday	7:00AM – 3:30PM (42.5 HPW)	
Security Officer Two	Monday – Friday	2:00PM – 6:00PM (20 HPW)	
Greater Hartford Academy of the Arts Middle School – Total Weekly Hours: 82.5 75 Van Dyke Avenue, Hartford, CT 06106			Total Weekly Cost
Security Officer One	Monday – Friday	7:00AM – 3:30PM (42.5 HPW)	
Security Officer Two	Monday – Friday	8:00AM – 4:00PM (40 HPW)	

Greater Hartford Academy of the Arts High School – Total Weekly Hours: 125 160-172 Huyslope Avenue, Hartford, CT 06106			Total Weekly Cost
Security Officer One	Monday – Friday	6:30AM – 3:00PM (42.5 HPW)	
Security Officer Two	Monday – Friday	7:00AM – 3:00PM (40 HPW)	
Security Officer Three	Monday – Friday	9:00AM – 5:30PM (42.5 HPW)	
Greater Hartford Academy of the Arts High School – Total Weekly Hours: 65 15 Vernon Street, Hartford, CT 06106			Total Weekly Cost
Security Officer One	Monday – Friday	7:00AM – 12:30PM (27.5 HPW)	
Security Officer Two	Monday – Friday	12:30AM – 8:00PM (37.5 HPW)	
International Magnet School for Global Citizenship – Total Weekly Hours: 90 625 Chapel Road, South Windsor, CT 06074			Total Weekly Cost
Security Officer One	Monday - Friday	7:00AM – 3:30PM (42.5 HPW)	
Security Officer Two	Monday - Friday	8:00AM – 7:30PM (47.5 HPW)	
Theater at The Learning Corridor – Total Weekly Hours: 20 659 Washington Street, Hartford, CT 06106			Total Weekly Cost
Security Officer One	Monday – Friday	12:30PM – 4:30PM (20 HPW)	
The Learning Corridor Dispatch – Total Weekly Hours: 145 Vernon Street, Hartford, CT 06106			Total Weekly Cost
Lead Security Officer One	Monday – Friday	7:30AM – 4:30PM (45 HPW)	
Security Officer Two	Monday – Friday	5:00AM – 3:00PM (50 HPW)	
Security Officer Three	Monday – Friday	3:00PM – 11:00PM (40 HPW)	
Security Officer Four	Monday – Friday	3:00PM - 5:00PM (10 HPW)	
Metropolitan Learning Center – Total Weekly Hours: 158.75 1551 Blue Hills Avenue, Bloomfield, CT 06002			Total Weekly Cost
Lead Security Officer One	Monday – Friday	7:15AM – 3:30PM (41.25 HPW)	
Security Officer Two	Monday – Friday	7:30AM – 3:30PM (40 HPW)	
Security Officer Three	Monday – Friday	7:30AM – 4:00PM (42.5 HPW)	
Security Officer Four	Monday – Friday Saturday	4:00PM – 10:00PM 8:30AM-1:30PM (35 HPW)	

Montessori Magnet School at The Learning Corridor – Total Weekly Hours: 100 1460 Broad Street, Hartford, CT 06106			Total Weekly Cost
Security Officer One	Monday – Friday	6:30AM – 3:00PM (42.5 HPW)	
Security Officer Two	Monday – Friday	3:30PM – 11:00PM (37.5 HPW)	
Security Officer Three	Tuesday & Thursday	3:00PM – 7:00PM (20 HPW)	
Museum Academy Magnet School – Total Weekly Hours: 105 11 Turkey Hill Road, Bloomfield, CT 06002			Total Weekly Cost
Security Officer One	Monday – Friday	7:00AM – 4:00PM (45 HPW)	
Security Officer Two	Monday – Friday	7:30AM – 3:30PM (40 HPW)	
Security Officer Three	Monday – Friday	2:00PM – 6:00PM (20 HPW)	
CREC Community Education, RSCO (Open Choice) – Total Weekly Hours: 60 55 Van Dyke Avenue, Hartford, CT 06106			Total Weekly Cost
Security Officer One	Monday – Friday	7:00AM – 3:00PM (40 HPW)	
Security Officer Two	Monday – Friday	3:00PM – 7:00PM (20 HPW)	
Reggio Magnet School for the Arts – Total Weekly Hours: 82.5 59 Waterville Road, Avon, CT 06001			Total Weekly Cost
Security Officer One	Monday - Friday	6:30AM – 3:00PM (42.5 HPW)	
Security Officer Two	Monday - Friday	10:00AM – 6:00PM (40 HPW)	
Two Rivers Magnet Middle School – Total Weekly Hours: 127.5 337 East River Drive, East Hartford, CT 06108			Total Weekly Cost
Security Officer One	Monday – Friday	7:00AM – 4:00PM (45 HPW)	
Security Officer Two	Monday – Friday	7:30AM – 3:30PM (40 HPW)	
Security Officer Three	Monday – Friday	9:00AM – 5:30PM (42.5 HPW)	
University of Hartford Magnet School - Total Weekly Hours: 62.5 196 Bloomfield Avenue, West Hartford, CT 06117			Total Weekly Cost
Security Officer One	Monday - Friday	7:30AM – 3:30 PM (40 HPW)	
Security Officer Two	Monday - Friday	2:30PM – 7:00 PM (22.5 HPW)	
Supervisor One	Monday - Friday	7:30AM – 3:30 PM (40 HPW)	
Supervisor Two	Monday - Friday	6:00AM – 2:00 PM (40 HPW)	
GUARD TOTAL HOURS PER WEEK: 2,381.25 SUPERVISOR TOTAL HOURS PER WEEK: 80			
Five (5) Additional Floater Security Guards at 40 hours per week			Total Weekly Cost

Total Annual Cost for all Services	Year One:
	Year Two:
	Year Three:
	Option Year Four:
	Option Year Five:

Bid Form Staffing Certification

Date: _____

I _____ (vendor owner or authorized employee) verify and authorize that _____ (vendor company name) accept and can meet the standards, criteria, requirements and other expectations outlined above in the **STAFFING AND INSTRUCTIONS REQUIREMENTS** section of this RFP. CREC reserves the right to change start and ending times based on School schedule changes.

Please check one box below:

- Vendor has NO additional comments or clarifications to the **STAFFING AND INSTRUCTIONS REQUIREMENTS**.
- Vendor has written comments or clarifications to the **STAFFING AND INSTRUCTIONS REQUIREMENT** and they are attached.

EXHIBIT C - VENDOR CERTIFICATIONS

CONTRACT PERFORMANCE REQUIREMENTS

1. Vendors responding to this RFP must meet and be in compliance with all local, state, and federal specifications, regulations, and requirements pertaining to the work, materials, equipment, or items requested in this RFP
2. The successful vendor shall not assign or sublet the Contract in cases which are prohibited by law. In cases which may not be prohibited by law, the successful vendor may assign or sublet the Contract only if it is approved in writing by CREC, in its sole and absolute discretion, and such assignment of subletting is in full compliance with all applicable directives and laws.
3. Failure to adhere to and comply with the conditions of the RFP, accepted Proposal and the Contract will subject the Contract to termination.

With regard to the Services, CREC shall be the sole interpreter of the requirements of the work scope, and the judge of the performance thereunder by the vendor. In the event of termination of the Contract due to a vendor default, the vendor agrees to hold CREC harmless and indemnified against any loss, cost, liability, or expense arising in connection with such default, including, without limitation, any increase in the costs of Services above the Contract amount for the remainder of the term of the Contract.

Date: _____

I _____ (vendor owner or authorized employee) verify and authorize that _____ (vendor company name) accept and can meet the standards, criteria, requirements and other expectations outlined above in the **CONTRACT Performance Requirements section of this RFP**. - Please check one box below:

- Vendor has NO additional comments or clarifications to the **CONTRACT PERFORMANCE REQUIREMENTS**
- Vendor has written comments or clarifications to the **CONTRACT PERFORMANCE REQUIREMENTS** and they are attached.

INSURANCE CERTIFICATION

I **INSERT NAME** (vendor owner or authorized employee) verify and authorize that **NAME OF COMPANY** (vendor company name) accept and can meet the standards, criteria, requirements and other expectations outlined above in the **INSURANCE AND PROPERTY REQUIREMENTS** section of this RFP.

Please check one box below:

- Vendor has **NO** additional comments or clarifications to the **INSURANCE AND PROPERTY REQUIREMENTS**.
- Vendor has written comments or clarifications to **INSURANCE AND PROPERTY REQUIREMENTS** and they are attached.

VENDOR INDEPENDENCE

When evaluating vendor responses, it is important to acknowledge any potential relationships between the vendor's management and CREC management which may not be, or not appear to be, independent.

Independence:

First, we request that each vendor disclose any relationship with a CREC management employee which would not be considered an "arms-length" or "independent".

For a relationship to be considered "arms-length" or "independent", a CREC employee should not be influenced, dependent upon, guided or controlled by a vendor into choosing that vendor, or item to purchase; nor should it appear to a third party that a CREC management employee made a purchasing decision which appears to be based upon a **personal** relationship between the CREC employee and vendor.

The following are examples when a transaction is NOT considered arms-length or independent:

- (1) when there exists a personal relationship between a CREC employee and a vendor,
- (2) when there exists the potential for a personal benefit to a CREC employee, or
- (3) the parties to a business deal are dependent upon one another for "something" other than the purchase itself.

The fact that a possible relationship between the vendor and a CREC employee may exist which may NOT be arms-length or independent will NOT preclude the vendor from being selected, no will it be weighed against a vendor through the evaluation process.

Please check one box below:

- Vendor management relationships with CREC management employees would be classified as “arms-length” or “independent”.
- Vendor management has the following relationships with CREC management employees which would NOT be classified as “arms-length” or “independent”. Please identify the name of the vendor employee and CREC employee and briefly describe the relationship.

Family Relations:

Second, we request that each vendor identify any CREC employee that is an immediate relative of the vendor’s proprietors, owners or senior management. For purposes of this, an immediate relative is considered a spouse, parents, children, siblings, father-in-law, mother-in-law, sister-in-law, brother-in-law, and financially supported relatives.

Please check one box below:

- Vendor’s proprietors or senior management are not an immediate relative of any CREC employee**
- VENDOR’S PROPRIETORS OR SENIOR MANAGEMENT ARE AN IMMEDIATE RELATIVE OF A CREC EMPLOYEE. PLEASE IDENTIFY THE NAME OF THE VENDOR EMPLOYEE AND CREC EMPLOYEE AND BRIEFLY DESCRIBE THE RELATIONSHIP.**

CREC - NON-COLLUSION STATEMENT

“The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.”

We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____