

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: Security Guard Services – The Warming Center

Contract Period: October 1, 2024 through May 1, 2025 w/ 4 - 7 month options
October 1, 2025 through May 1, 2026 w/ 3 – 7 month options

Original Date of Issue: October 8, 2024

Date of Revision: September 9, 2025

BID No: RFCO-RC-2024-006

Catalog:

Authorized Users: Department of Social Services

Address Inquiries To:

Name: Nicholas Chodor
Title: Purchaser I
Phone: 845-364-3856
Fax: 845-364-3809
E-mail: chodorn@co.rockland.ny.us

Description

To provide Security Guard Services.

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFCO 24-006	0000029082	Atlas Security Services Inc. 2002 Route 17M Goshen, NY 10924 Contact: Scott Perry sperry@atlassecurityservices.us	845-742-6987 Fax: 845-306-5440

County of Rockland CONTRACT

Dept. of General Services

Purchasing Division
50 Sanatorium Rd
Bldg A, 6th Fl, Room 609
POMONA NY 10970
www.rcpurchasing.com

Dispatch via Print

Contract ID RFCO 24-006		Page 1 of 1
Contract Dates 10/01/2024 to 05/01/2025		Currency USD
		Contract Maximum 75,000.00
Freight Terms	Buyer Email chodorn@co.rockland.ny.us	
Buyer Nicholas Chodor	Phone 845/364-3856	Fax 845/364-3809

Supplier 0000029082
Atlas Security Services Inc.
Scott Perry
2002 Rt 17M
Suite 6
Goshen NY 10924

Phone 845/742-6987

sperry@atlassecurityservices.us

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
1		Security Guard Services Monday through Friday 5:00pm-9:00am Labor rates, no travel time	99046000008	35.00000	Hour
2		Security Guard Services Monday through Friday 9:00am-5:00pm Labor rates, no travel time	99046000009	35.00000	Hour
3		Security Guard Services Saturday 5:00pm-9:00am Labor rates, no travel time	99046000010	35.00000	Hour
4		Security Guard Services Saturday 9:00am-5:00pm Labor rates, no travel time	99046000011	35.00000	Hour
5		Security Guard Services Sunday 5:00pm-9:00am Labor rates, no travel time	99046000012	35.00000	Hour
6		Security Guard Services Sunday 9:00am-5:00pm Labor rates, no travel time	99046000013	35.00000	Hour
7		Security Guard Services Holiday Labor rates, no travel time	99046000014	35.00000	Hour

TERMS AND CONDITIONS OF RFCO-RC-2024-006 INCORPORATED HEREIN BY REFERENCE.

ITEMS ON THIS PURCHASE ORDER ARE SUBJECT TO NEW YORK STATE LABOR LAW 220, ARTICLE 8. VENDOR MUST SUBMIT CERTIFIED PAYROLL(S) ALONG WITH THEIR INVOICE(S).

PRC #: 2024900847

Authorized Signature



COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

**TITLE: Security Guard Services for the Warming
Center**

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PURCHASES BY OTHER

LOCAL GOVERNMENTS, SCHOOL DISTRICTS, AND NON PROFIT AGENCIES

As per the New York State General Municipal Law, all political subdivisions of New York State are allowed to make purchases through the resulting contract(s). As per Rockland County Procurement Policy, Non Profit Agencies approved to participate in New York State's Contract Extension Program are authorized to make purchases through the resulting contract(s).

1. The County of Rockland shall make all contract award information available to other political subdivisions and non profit agencies through our website: www.rcpurchasing.com
2. Any other political subdivision or Rockland County non profit agency will issue purchase orders directly to vendors within the specified contract period referencing the County's contract and shall be liable for any payments due on such purchase orders; and shall accept sole responsibility for any payment due.
3. All purchases shall be subject to audit and inspection by the other political subdivisions and Rockland County non profit agencies for which the purchase was made.
4. No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.
5. All Bidders shall be on notice that as a condition of the award of a County contract, the successful bidder shall accept the award of a similar contract with any other political subdivision in New York State and Rockland County non profit agencies authorized to use New York State's contracts, if called upon to do so. A listing of approved Rockland County non profit agencies is available on the Purchasing Division's website at www.rcpurchasing.com. The County, however, will not be responsible for any debts incurred by the participants pursuant to this or any other agreement.
6. Necessary deviations from the County's specifications in the award of a participant contract, whether such deviations relate to quantities, or delivery points shall be resolved between the successful bidder and the other political subdivisions and Rockland County non profit agencies.

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REQUEST FOR COMPETITIVE OFFERS – BEST VALUE AWARD PROCEDURES

All purchase contracts of the County of Rockland to be awarded by Best Value shall be awarded by a Request for Competitive Offers. For this purpose, the term "purchase contract" includes contracts for commodities, materials, supplies, equipment and service work, but excludes contracts necessary for the completion of a public works contract covered by the prevailing wage provisions of article 8 of the Labor Law, such as for building construction.

If Minority and Women-owned Business Enterprise ("MWBE"), Small Business or Non-Profit status requirements are of a concern to the County regarding procurement; or if the funding source (Federal or State) prefers the Best Value Award methodology; the Best Value award methodology may be used.

Where the basis for award is the best-value offer, the Purchasing Division and Department Head shall document, in the procurement record and in advance of initial receipt of offers, the determination of the evaluation criteria, which shall be objective and quantifiable, and the process to be used in the determination of best-value and the manner in which the evaluation process and selection shall be conducted. This shall include identifying the relative importance or weighting of price and non-price factors.

EVALUATION CRITERIA FOR THIS SOLICITATION

Criteria	Points
Technical approach and methodology	200
Management and Supervision	150
Experience & qualifications of the company & personnel	100
Staff qualifications and training	100
MWBE Status	50
Cost	400
Total available points	1000

COST BENEFIT ANALYSIS REQUIRED

The decision to award a contract on the basis of best value must be based on objective and quantifiable analysis, such as a cost-benefit analysis, whenever possible. In evaluating and determining to accept a higher priced offer, the Purchasing Division and County Department shall use a cost-benefit analysis to show quantifiable value or savings from non-price factors that offset the price differential of the lower price offers.

AWARD

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The submission of a Bid implies the Bidder's acceptance of the evaluation criteria and Bidder's acknowledgment that subjective judgments must be made by the evaluation committee. Award of any contract shall be made to the responsible Bidder, whose Bid is determined to provide the Best Value to the County.

SPECIFICATIONS

1. SCOPE OF WORK

1.1 The Rockland County Department of Social Services is seeking qualified security guard services for its Warming Center which operates to the public, annually, from November 1st through April 30th. The Warming Center provides overnight shelter to homeless individuals during the cold winter months, ensuring their safety and well-being.

2. OBJECTIVE

2.1 The primary objective of this contract is to secure the safety and security of the individuals utilizing the Warming Center, the staff, and the facility. Security guards will be responsible for maintaining order, enforcing rules and regulations, and ensuring a secure environment throughout the Warming Center's operating hours.

3. SCOPE OF SERVICES

3.1 The contractor shall provide security guard services at the Rockland County Warming Center located at 50 Sanatorium Road, Building D, Second Floor, Pomona, NY 10970. The services shall include but not be limited to the following:

4. OPERATING HOURS

4.1 Security services will be required while the Warming Center is open:

- 4.1.1 Every night from 5:00 p.m. to 9:00 a.m., including weekends and holidays, during the period from December 1st through March 31st
- 4.1.2 During the months of December through March, the Center will remain open during the daytime hours of 9 a.m. through 5 p.m. only if the air temperatures at 9 a.m. remain at or below 32 degrees Fahrenheit, including National Weather Service calculations for wind chill.
- 4.1.3 During the months of November and April, the Center will be open between the hours of 5 p.m. and 9 a.m. when the air temperatures are at or below 32 degrees Fahrenheit, including National Weather Service calculations for wind chill, and will remain open during the daytime hours of 9 a.m. through 5 p.m. only if the air temperatures at 9 a.m. remain at or below 32 degrees Fahrenheit with the wind chill.
- 4.1.4 During the entire operational period of November through April, if there are hazardous weather-related conditions such as snow or freezing precipitation, the Center will remain open to allow homeless individuals to remain safely indoors.

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5. SITE VISIT

5.1 Before submitting a bid, each bidder should become familiar with the site. Although attendance is not mandatory, it is strongly encouraged to attend.

5.2 Site visit will be held **August 16, 2024 at 9AM** at 50 Sanatorium Road, Building D, Second Floor, Pomona, NY 10970.

6. PERSONNEL

6.1 A minimum of two (2) security guards on duty at all times between the hours of 5 p.m. through 9 a.m. With the approval / direction of RCDSS, one (1) additional security guard may also be on duty between the hours of 5 p.m. through 11 p.m., for a total of three (3) security guards on duty.

However, one (1) security guard may be on duty between the hours of 9 a.m. and 5 p.m. on the days that the Center is open during the day and the census is low (30 guests or fewer).

6.2 Guards must be uniformed, equipped with communication devices, and clearly identifiable.

7. DUTIES AND RESPONSIBILITIES

7.1 Monitor the entry and exit of all individuals to ensure only authorized personnel and guests enter the facility. All individuals transported to and arriving at the Warming Center must be screened for alcohol or substance use or impairment, weapons, contraband, and serious mental and/or physical illness or condition, so that the individual's needs may be adequately met at the Warming Center and his/her physical condition is appropriate for the Warming Center and does not impose any risks. Screening will be based on several factors, as listed below: *(All information obtained shall be maintained as Confidential and only shared with RCDSS service units that may assist the individual)*

7.1.1 Must be 18 years of age or older

7.1.2 Have no other housing options at time of appearing at the Center

7.1.3 Individual must be able to provide self-care

7.1.4 Individual must be willing to provide basic intake information

7.1.5 Individual must not be under the influence of alcohol or illegal drugs to the extent of an impairment that may impose risks to themselves or others (If deemed appropriate, a Breathalyzer test may be administered).

7.1.6 Individual must not have obvious or a history of physical or mental health needs beyond the scope of the Center's services

7.1.7 If an individual is not deemed suitable for entry or accommodations at the Warming Center due to proposing a risk to themselves or others, transportation must be arranged for the transport of said individual to a local emergency room or make a referral to the Behavioral

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Health Response Team (BHRT). A referral to law enforcement can then be made, if applicable

- 7.2 Conduct regular patrols of the facility, both interior and exterior, to ensure the safety and security of all individuals.
- 7.3 Respond promptly to any disturbances, emergencies, or incidents and take appropriate action.
- 7.4 Enforce Warming Center rules and regulations, including curfews and prohibited behaviors.
- 7.5 Assist with the orderly check-in and check-out process of guests.
- 7.6 Provide a visible deterrent to criminal activity and unauthorized behavior.
- 7.7 Maintain a daily log of activities, incidents, and any security concerns.
- 7.8 Coordinate with the Rockland County Sheriff's Department and emergency services as needed.
- 7.9 Provide assistance in case of medical emergencies until professional help arrives.

8. REPORTING

- 8.1 Submit a nightly security report detailing incidents, actions taken, and any recommendations for improving security.
- 8.2 Report immediately any serious incidents to the designated Warming Center supervisor and Rockland County Sheriff's Department.

9. QUALIFICATIONS

9.1 Company Requirements:

- 9.1.1 The security company must be licensed, bonded, and insured in the state of New York.
- 9.1.2 Experience providing security services for similar facilities is preferred.
- 9.1.3 Must list current MWBE status.

9.2 Guard Requirements:

- 9.2.1 All Security Guards must be licensed as Security Guards by the New York State Department of State, Division of Licensing Services.
- 9.2.2 Guards must have completed training in CPR, First Aid, conflict de-escalation techniques and Universal Health Precautions. They must also be NARCAN and defibrillator trained.
- 9.2.3 Background checks must be conducted on all personnel assigned to the Warming Center.

10. DURATION OF CONTRACT

- 10.1 The contract shall be valid from October 1, 2024 – May 1, 2025, with options to renew for up to four (4) additional periods, reflecting the same month and day as the original term. Renewals are contingent upon satisfactory performance and mutual agreement between The County of Rockland and the awarded company.

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10.2 Although the warming center does not open to the public until the first day of November, the contract term is to begin October 1 of each year to allow any necessary time to prep, prior to the facility being operational to the public.

11. EVALUATION CRITERIA – Proposal Evaluation to be based on the following:

- 11.1.1 Technical approach and methodology. **200 POINTS.**
- 11.1.2 Management and Supervision. **150 POINTS.**
- 11.1.3 Experience and qualifications of the security company and personnel. **100 POINTS.**
- 11.1.4 Staff qualifications and training. **100 POINTS.**
- 11.1.5 NYS Certified Minority, Women Owned, or Service Disabled Verteran Business. **50 POINTS**
- 11.1.6 Cost-effectiveness and overall value of the proposed services. **400 POINTS.**

12. SUBMISSION REQUIREMENTS – Must be submitted to be considered for award:

12.1 (200 POINTS)

- 12.1.1 Detailed plan for providing security services.
- 12.1.2 Use of technology. (i.e. surveillance systems, reporting and communication tools)
- 12.1.3 Emergency response procedures.
- 12.1.4 Quality assurance and performance monitoring.

12.2 (150 POINTS)

- 12.2.1 Management structure and oversight.
- 12.2.2 Supervisor qualifications and experience.
- 12.2.3 Frequency and methods of supervision. (i.e. site visits, remote monitoring, check-ins)
- 12.2.4 Conflict resolution process.

12.3 (100 POINTS)

- 12.3.1 Years in business.
- 12.3.2 Relevant experience in providing security services.
- 12.3.3 Size and Scale of operations.
- 12.3.4 Reputation and references from previous clients.

12.4 (100 POINTS)

- 12.4.1 Security personnel qualifications. (certifications, licenses, etc)
- 12.4.2 Completed and on-going training programs for security guards.
- 12.4.3 Background check process.
- 12.4.4 Employee turnover rate.

12.5 (50 POINTS)

- 12.5.1 NYS Certified Minority, Women Owned, or Service Disabled Verteran Business

12.6 (400 POINTS)

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12.6.1 Overall cost of services.

12.6.2 Breakdown of costs. (hourly rates, equipment, admin fees, etc)

12.6.3 Cost effectiveness and value for money.

13.AWARD

13.1 Award(s) may be made to the highest scoring Bidder(s) resulting from the evaluation procedure described above.

13.2 The County reserves the right to: accept other than the lowest priced offer, waive any informality, or reject any or all bids, with or without advertising for new bids, if in the best interest of the County.