

**SOUTH HUNTINGTON UNION FREE SCHOOL DISTRICT**

James Kaden Administration Office  
60 Weston Street  
Huntington Station, New York 11746

**TO:** All Prospective Bidders  
**FROM:** South Huntington Union Free School District  
**DATE:** October 13, 2022  
**RE:** **Bid No. 23-01B: South Huntington Union Free School District  
Armed Guard Services**

---

**ADDENDUM # 1**

Attached please find Addendum No. 1 for your review and use.

PLEASE FAX THIS COVER SHEET TOGETHER WITH YOUR COMPANY'S NAME TO  
OUR OFFICE AT (631) 812-3019 AS CONFIRMATION OF RECEIPT.

**BOARD OF EDUCATION  
SOUTH HUNTINGTON UNION FREE SCHOOL DISTRICT  
60 WESTON STREET  
HUNTINGTON STATION, NEW YORK 11746**

---

**ADDENDUM #1  
BID NO. 23-01B: ARMED GUARD SERVICES**

This Addendum contains modifications/clarifications to the requirements of the contract and/or the District's bid specifications set forth therein. Such clarifications/modifications shall be incorporated into the contract/specification documents and shall apply with the same meaning and force as if they had been included in the original documents. Wherever this Addendum modifies a portion of a paragraph of the contract or any portion of the bid documents, the remainder of the paragraph affected shall remain in full force and effect.

*The following provisions of the bid specifications are modified as follows:*

- Technical Specifications, Paragraph 4 shall be deleted and replaced with the following:

*"4. Such services shall be provided during the entire school year inclusive of summer. It is anticipated that the District's Summer programs may be operated on an abbreviated school schedule and/or only at specific buildings. Services shall be provided to the School District at each of its buildings during routine business hours of the School District (generally, 7:00 a.m. to 4:00 p.m.), Monday through Friday during the term of the agreement and any renewal thereof. The hours set forth herein are subject to change as needed and approved by the District administration. Notwithstanding the foregoing, uniformed armed security guards shall be on school grounds at least thirty (30) minutes prior to the arrival of students to the respective school building and unless otherwise required by the School District, remain at least thirty (30) minutes after the conclusion of the school day. Uniformed armed security guards shall be on the James Kaden Administrative Office property at least fifteen (15) minutes prior to the start of the school day and remain at least fifteen (15) minutes after the conclusion of the school day. The successful bidder shall, to the extent possible, assign the same guards to each school building on a continuous basis so as to promote familiarity with the District and staff and continuity of service. Security guard coverage must be continuous and adequate during lunch breaks and other rest periods of assigned guards. The successful bidder shall assign additional armed security guards to cover such breaks so as not to diminish the services provided to the School District."*

- Insurance Requirements, Excess/Umbrella Insurance shall be deleted and replaced with the following:

*"•Excess/Umbrella Insurance  
\$20,000,000 each occurrence and aggregate; \$10,000 SIR  
Excess coverage shall be on a follow-form basis"*

- Qualifications of Bidders, Paragraph 2 shall be deleted and replaced with the following:  
*"2. Documentation demonstrating that the bidder has been in the business of providing uniformed armed guard service for a minimum of five (5) years."*

*The District received the following inquiries from prospective bidders concerning the bid. The questions received and the District's responses are as follows:*

**Question No. 1:** Contract ends on June 30, 2023. Does have option years however. Page 7, #2 and how is annual increases handled?

**Answer No. 1:** Please refer to paragraph 2 of the Conditions of the Contract. The term of the contract will start once the Board of Education awards the contract to the successful bidder and end on June 30, 2023. The School District will have the option to renew the agreement each year for up to five (5) years. Each additional one-year term will begin on July 1<sup>st</sup> of the current calendar year and end on June 30<sup>th</sup> of the following calendar year on the same terms, conditions, and pricing as the original contract.

**Question No. 2:** No termination clause for contractor. Page 8, #10

**Answer No. 2:** Please refer to paragraph 10 of the Conditions of the Contract for the termination provisions.

**Question No. 3:** Performance Bond. Page 10, #13. What percentage of total contract value?

**Answer No. 3:** Please refer to paragraph 13 of the Conditions of the Contract for the performance bond requirements.

**Question No. 4:** If a school decides they want outdoor posts, we must provide vehicles. Page 15, #3 Are vehicles billed separately? Is mileage included? How many miles driven? Is fuel a direct bill back?

**Answer No. 4:** Please refer to paragraph 42 of the Technical Specifications and Conditions. The successful bidder shall be responsible for all costs and expenses incurred by it that are incident to the performance of services for the School District, including, but not limited to, all vehicles, or other equipment necessary to perform the services to be provided by the Contractor, all fees, fines, licenses, bonds or taxes required of or imposed against Contractor and all other of Contractor's costs of doing business. The School District shall not be responsible for any expenses incurred by Contractor in performing services for the School District. The prices provided **must** include the cost for all items and services identified in the bid specifications, including, but not limited to, the requirements set forth in the Technical Specifications.

The School District anticipates that the successful bidder will be patrolling at each building on a limited or occasional basis throughout the building's grounds.

**Question No. 5:** Meal/break coverage. The shifts are 9 hours long. Contractor is required to cover all meals and breaks which means we will need at least Rover with a vehicle. Page 15, #4. Hence are we supposed to bill in an extra guard to provide meal reliefs or a supervisor or is district providing meal breaks?

**Answer No. 5:** Please refer to paragraph 4 of the Technical Specifications. Security guard coverage must be continuous and adequate during lunch breaks and other rest periods of assigned guards. The successful bidder shall assign additional armed security guards to cover such breaks so as not to diminish the services provided to the School District.

The manner in which breaks are covered is left to the discretion of the successful bidder.

For Bidders' reference, the school building hours are generally as follows:

Countrywood Primary Center: 8:20 a.m. - 2:35 p.m.

Oakwood Primary Center: 8:20 a.m. - 2:35 p.m.

Maplewood Intermediate School: 9:15 a.m. - 3:30 p.m.

Birchwood Intermediate School: 9:15 a.m. - 3:30 p.m.

Silas Wood 6th Grade Center: 8:05 a.m.- 2:55 p.m.

Stimson Middle School: 8:05 a.m.- 2:55 p.m.

Walt Whitman High School: 7:30 a.m. - 2:15 p.m.

James Kaden Administration Building- 8:00 am- 4:30 p.m.

**Question No. 6:** Contractor is required to provide additional guards during School District events. Are we able to bill OT? Page 15, #6

**Answer No. 6:** Please refer to the bid proposal form. Bidders are to supply an all inclusive price to provide the requisite number of guards at each school building for the 2022-2023 school year. Unit prices are required in the event that the amount of security service work is increased or decreased from the scope reflected on the bid proposal form. Time frames for unit prices are listed on the unit prices form.

**Question No. 7:** All guards must be approved by the Superintendent. Page 17, #22 How long does this process take? Can we bill OT to cover shifts if necessary while awaiting approvals?

**Answer No. 7:** Please refer to paragraph 22 of the Conditions of the Contract. Approval will be provided by the District's Superintendent of Schools or his designee. The process of approval is immediate and overtime will not be necessary as the contractor waits for the approval process.

**Question No. 8:** Lunch breaks and how they will be handled?

**Answer No. 8:** Please refer to Question and Answer No. 5.

**Question No. 9:** Cell phone and Radio use. Who is providing both instruments?

**Answer No. 9:** Please refer to paragraph 10 of the Technical Specifications. The successful bidder must provide cellular/mobile devices and a two-way radio or other mode of mobile communication. The District may provide two-way radios for use while performing services for the School District, at its discretion.

**Question No. 10:** NYS Education Department training- is this provided by District or Contractor to handle?

**Answer No. 10:** The bid specifications do not refer to New York State Education Department training.

**Question No. 11:** Registration Card requirement. Is this in addition to license or a separate requirement?

**Answer No. 11:** Bidders must be licensed in accordance with New York State General Business Law Article 7A. Guards must be registered, permitted and qualified for purposes of providing armed security guard services. Please refer to the Technical Specifications and Qualifications of Bidders for more information.

**Question No. 12:** Quarterly Firearm Training- is this done through the District or handled independently?

**Answer No. 12:** Please refer to paragraph 30 of the Technical Specifications concerning quarterly firearm training. The training is to be handled completely by the successful bidder. The School District reserves the right to observe the training, if desired.

**Question No. 13:** Are the services in this Bid incumbent or is this a new program for the District?

**Answer No. 13:** It is a new program for the School District.

**Question No. 14:** What is the effective date of the bid and how long will be term be for?

**Answer No. 14:** The effective date will be immediate upon BOE approval. The contract time frame is listed and answered above.

**Question No. 15:** Will the service be for school days only? Will summer months/programs be included in this bid?

**Answer No. 15:** Please refer to Paragraph 4 of the Technical Specifications as modified above. Services must be provided during the summer months for the School District's summer programs. It is anticipated that the District's Summer programs may be operated on an abbreviated school schedule and/or only at specific buildings.

**Question No. 16: Insurance Requirements-**Could you please clarify the insurance requirements as it pertains to the umbrella policy. The proposal lists three separate requirements - (3, 5 and 10 million), each is a separate policy, which is the district requesting?

**Answer No. 16:** Please refer to the excess/umbrella section of the Insurance Requirements as modified above.

**Question No. 17: Qualifications-** The BID specifications state "have provided armed guard services to 5 school Districts in the last 5 years". Could you please clarify these requirements. We have been in K-12 security for approximately 19 years and we are not aware of any public K-12 school district in the State of New York that had armed SECURITY personnel 5 years ago. The advent of armed security personnel in New York public schools, emanated post the Marjorie Stoneman Douglas shooting (2-14-18, 4 years ago) which for districts whom made that decision, it began approximately 6 months to a year following. We do not know a district on Long Island that has had armed personnel more then 3-4 years. Our company was the first to be called upon to fulfill this task. If the BID is being opened to companies out of State who may have been providing those services in other States under different Penal and criminal procedure law?

**Answer No. 17:** Please refer to Paragraph 2 of the Qualifications of Bidders as modified above.