

DUTCHESS BOCES

RECEIPT CONFIRMATION FORM

RFQ NUMBER: #2526-03

TITLE: **Security Services**

VENDORS: PLEASE COMPLETE AND RETURN THIS CONFIRMATION FORM AS SOON AS POSSIBLE TO michael.maher@dcboces.org

_____ (INITIAL)	We intend to submit a proposal and understand that this proposal is due to Dutchess BOCES no later than <u>4/30/2025 2 p.m.</u>
_____ (INITIAL)	We DO NOT intend to submit a proposal on this project.

COMPANY NAME		
ADDRESS		
CITY	STATE	ZIP
POC:		TITLE:
PHONE:		FAX:
EMAIL:		

I authorize the Dutchess BOCES to send, by the following method, further correspondence that the Dutchess BOCES deems pertinent to this proposal:

E-mail:
Other (specify):

Submitting this form will ensure that you receive all further communication in regards to this Request For Proposal.

PLEASE COMPLETE AND RETURN THIS FORM ASAP

Request for Proposal (RFP) #2526-03

FOR:
Security Services

PROPOSAL SUBMISSION OPENING DATE:
4/30/2025 2 p.m.

DUTCHESS COUNTY
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
(Dutchess BOCES)
5 BOCES Road
Poughkeepsie, NY 12601

The Dutchess County Board of Cooperative Educational Services (Dutchess BOCES), in accordance with Section 103 of Article 5-A of the New York State General Municipal Law, hereby invites the submission of sealed proposals for the provision of Security Services.

Proposal documents may be obtained from the Dutchess BOCES Purchasing Office, located at 5 BOCES Road, Poughkeepsie, NY 12601, or may be downloaded from our website at www.dcboces.org.

This Request for Proposals (RFP) is issued by Dutchess BOCES through its Purchasing Agent, Michael Maher. Sealed proposals, submitted on the forms provided, must be received by the Purchasing Agent at the above address no later than 2:00 p.m. on Wednesday, April 30, 2025, at which time they will be publicly opened at the Dutchess BOCES Administration Building.

Included with this RFP are the following attachments:

- Attachment A: Required Pricing Form
- Attachment B: Draft 2025–2026 School Calendar

GENERAL INFORMATION

1. INTRODUCTION & BACKGROUND

Dutchess BOCES is seeking proposals from qualified security firms to provide licensed and uniformed security officer services at our educational facilities. The awarded contract will cover unarmed security services across the campus located at 5 BOCES Road, Poughkeepsie, NY 12601. The initial contract term will run from 1 July 2025 thru 30 June 2026, with the option to renew annually for up to four (4) additional years, by mutual agreement, through the 2029–2030 school year. Service periods will align with the school year, which is generally from early September thru Late June.

Boards of Cooperative Educational Services (BOCES) were established by the New York State Legislature in 1948 to enable small and rural school districts to expand their educational offerings through shared services. In 1955, legislation was enacted allowing BOCES to provide career and technical education (CTE) and special education services. Today, BOCES operate as voluntary, cooperative associations of school districts within defined geographic areas, sharing resources and services to deliver programs more efficiently, economically, and equitably than individual districts could on their own. BOCES services include special education, career and technical education, alternative education, summer school, staff development, instructional and administrative technology, educational communications, and business support services.

This Request for Proposals (RFP) is issued in compliance with New York State General Municipal Law (GML) §103 and in accordance with best procurement practices.

2. SCOPE OF SERVICES

The awarded contractor shall provide security personnel to protect students, staff, and property at designated Dutchess BOCES locations. Duties include but are not limited to:

- Controlling building access and monitoring visitor entry.
- Patrolling facilities to ensure safety and prevent unauthorized activity.
- Monitoring security cameras and alarm systems.
- Responding to security incidents and emergencies.
- Enforcing Dutchess BOCES policies and procedures.
- Providing security coverage for events, as requested.

Anticipated Officer Postings

- 2 EA Licensed Security Officers at the CTI building from 07:30 - 15:30 minimum
 - 8 hour shift.
- 1 EA Licensed Security Officer at the SPC building from 07:30 - 15:30 minimum
 - 8 hour shift.

- 1 EA Licensed Security Officer floating between the Conference Center and Admin Building
 - 8 Hour shift.
 - This posting MAY be considered “as needed” or “on call” as the Conference Center demand is not constant.
- On call services for events or other non-standard needs. (requests to be provided with no less than 7 calendar days notice.)
- Dutchess BOCES anticipates approximately 182 instructional days in the school year. Based on four (4) officers working 8-hour shifts per day, this results in an estimated 5,824 hours of regular security coverage annually. While actual needs may vary, Dutchess BOCES will guarantee a minimum of 4,000 billable hours per year for regularly scheduled service.

This guaranteed minimum excludes any days on which Dutchess BOCES is closed due to weather-related events, emergencies, or other unforeseen circumstances beyond its control. As stated in the “Service Details” section, vendors will be compensated only for actual hours worked. The guaranteed minimum may be adjusted proportionally if significant disruptions occur.

3. GENERAL INFORMATION

- a. By submitting a proposal in response to this Request for Proposal (RFP), you are asking Dutchess BOCES to accept your offer for providing services. It is important that you read and understand all terms and conditions contained herein, as well as understand the laws that govern Municipal Purchasing in the State of New York.
- b. Once Dutchess BOCES has opened bids, there can be no changes to price or terms outside of legally permitted final negotiations of things such as final staffing requirements, payment terms, or guarantees. In addition, there are no provisions to cancel after an award is made, except by Dutchess BOCES, which maintains a unilateral right to cancel for any reason or no reason at all.
- c. The envelope shall be clearly marked on the front with the name of person, firm, or corporation submitting the proposal, and “**RFP for Security Services #2526-03 - proposal opening 4/30/2025 2 p.m.**” This includes marking the outside of any express mail envelope that may be used.
- d. Facsimile, telephone, or verbal proposal or any modifications of proposal documents will NOT be accepted or considered.
- e. Additional contract terms or conditions added to the proposal will not be binding to Dutchess BOCES.
- f. Proposals received after the time stated for the proposal opening date in the Notice to Vendors will not be considered and will be returned to the vendor unopened. The vendor assumes all responsibility for having the proposal submitted on time at the place specified.
- g. No modifications or additions are to be made to the printed proposal documents. In the event the vendor deems that modifications are necessary, such modifications must be set forth in writing to Dutchess BOCES in a separate document and submitted with the proposal

- documents to be considered. However, any modifications or additions submitted may result in the proposal being considered non-responsive.
- h. Dutchess BOCES will interpret the submission of a proposal to mean that the vendor is fully informed as to the extent and character of the services, supplies, materials, and equipment required and that the vendor can furnish the same in complete compliance with the specifications.
 - i. This is a Public Works contract covered by Article 9 of the New York State Labor Law. The Department of Labor has assigned **PRC # 2025900208** to this project. As such Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, the contractor and their subcontractor(s) must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, as a Public Works contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of § 220 of the Labor Law shall, when applicable, be a condition precedent to payment and vendor will provide any and all documents required by Dutchess BOCES to complete the appropriate filings, including but not limited to, certified payrolls.
 - j. No charges will be allowed for federal, state, or municipal sales and excise taxes, from which the political subdivisions are exempt, or for any portion of a gross receipts tax, MTA surcharge or other tax or surcharge imposed upon the vendor.
 - k. All specifications are minimum standards and accepted samples do not supersede specifications for quality unless the sample exceeds given standards, in which case deliveries must be the same identity and quality as accepted in the sample.
 - l. Dutchess BOCES reserves the right to accept this bid by item or as a whole or, in its discretion, reject all bids and re-advertise in the manner provided by § 103 of the General Municipal Law, as well as award to multiple bidders. Also reserved is the right to reject, for cause, any bid in whole or in part; to waive technical defects, qualifications, irregularities, and omissions if, in its judgment, the best interests of Dutchess BOCES will be served. Also reserved is the right to reject bids and to purchase items on County or New York State Contract, if such items are available on the same terms, conditions, specifications, and at a lower price.
 - m. Selection of the awarded proposal will be based upon "Best Value" in accordance with General Municipal Law § 103, State Finance Law § 163(4)(d) and other applicable laws and regulations. The selection will be deemed to best promote the public interest, following the included rubric. As such, responsible vendors should include all applicable information to support additional value of their proposal.
 - n. Prices, and all required information, except signature of Bidder, should be typewritten or printed for legibility. Illegible or vague bids may be rejected. All signatures must be written. Facsimile, printed, or typewritten signatures are not acceptable.
 - o. Failure to respond to a notice of award does not release the vendor from its obligation to perform under the terms of its submitted proposal. Upon notification of award, the vendor

has three (3) business days to formally dispute the award in writing. If no dispute is submitted within this period, the vendor shall be deemed to have accepted the award and must fulfill all contractual responsibilities. Notice of award will be via email.

- p. The selected vendor(s) will not provide services until and unless an executed Purchase Order is presented from a duly authorized Dutchess BOCES representative. Even when awarded the contract, the selected vendor(s) will not consider a contract valid without an endorsed Purchase Order.
- q. It is mutually understood and agreed that the selected vendor shall not assign, transfer, convey, sublet or otherwise dispose of the contract or their right, title, or interest therein, or their power to execute such contract, to any person, company or corporation without the previous written consent of Dutchess BOCES.
- r. Proposals must remain valid for a minimum of ninety (90) days from the proposal opening date for evaluation purposes.
- s. All pricing submitted must remain firm through the full initial contract term and any extensions awarded by Dutchess BOCES in accordance with the terms of this RFP.

4. SECURITY GUARD QUALIFICATIONS & REQUIREMENTS

Each security officer assigned must meet the following minimum requirements:

General Requirements

- Minimum age of 21 years old.
- High school diploma or equivalent (GED).
- Valid New York State Security Officer License.
- Completed all required NYS Division of Criminal Justice Services (DCJS) Security Officer training.
- Fingerprint clearance through the Office of School Personnel Review and Accountability (OSPRA).
- Physically able to perform security duties, including standing for long periods and conducting patrols.
- Certified in CPR, First Aid, and AED operation.
- Security staff must be certified in opioid overdose response, including the proper administration of naloxone or any other state-approved opioid antagonist.
- Preferred qualifications include prior military, law enforcement, or school security experience.

Physical Requirements

- Mobility & Endurance
 - Ability to stand and walk for extended periods (e.g., up to 8-12 hours per shift).
 - Ability to patrol buildings and grounds on foot, including climbing stairs and navigating uneven terrain.
- Strength & Lifting

- Ability to lift, carry, or move objects weighing up to 50 lbs (e.g., equipment, barricades, or assisting in emergency situations).
 - Ability to physically assist individuals in distress (if required).
- **Vision & Hearing**
 - Sufficient visual acuity to monitor surveillance cameras, recognize individuals, and read reports/documents.
 - Adequate hearing ability to respond to alarms, radio transmissions, and verbal communications in noisy environments.
- **Dexterity & Coordination**
 - Ability to operate security equipment, radios, electronic keypads, and access control systems.
 - Ability to write legible reports and complete necessary documentation.
- **Emergency Response Capability**
 - Ability to respond quickly to incidents, including running short distances when necessary.
 - Ability to physically restrain individuals when required by job duties (if trained and permitted by policy).
- **Environmental Tolerance**
 - Ability to work in various weather conditions, including extreme heat, cold, rain, or snow.
 - Ability to tolerate exposure to loud noises, bright lights, or confined spaces when working in specific environments.
- **General Fitness & Stamina**
 - Physical fitness to perform assigned tasks without excessive fatigue.
 - Ability to maintain focus and alertness during long shifts, including overnight hours.

Dutchess BOCES is committed to providing reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and applicable state laws. However, due to the essential physical requirements of security officer duties—such as prolonged standing, patrolling, responding quickly to emergencies, and engaging in potential physical interventions—accommodations must not compromise the ability to perform these critical job functions. Each accommodation request will be reviewed on a case-by-case basis to determine feasibility while ensuring the safety and security of the facility, staff, and students

5. CONTRACTOR RESPONSIBILITIES

The awarded contractor shall:

- Provide proof of licensing and bonding as a private security agency in New York State.
- Maintain a staff of qualified, uniformed, and professional security officers.
- Provide uniforms for all officers in enough quantities that officers meet appearance standards. Dutchess BOCES Business Official will have approval authority over uniforms and any subsequent changes will require approval of the Business Official.

- Conduct background checks, drug screenings, and employment verification for all personnel.
- Ensure that officers receive ongoing training and certification updates.
- Be responsible for scheduling, supervision, and ensuring adequate staffing at all assigned locations.
- Promptly replace any officer deemed unsuitable by Dutchess BOCES.
- Maintain detailed daily incident reports and logs.
- Provide expert guidance in regards to suggestions to adjustments in posting and staffing levels.
- Provide support and input to Dutchess BOCES with regards to emergency planning and emergency plan procedures.
- Provide after action review to the Dutchess BOCES Business Official after all incidents.
- Provide reporting on incidents and an incident trend analysis to the Dutchess BOCES Business Official on a monthly basis.
- Vendor will properly verify and track all security officer qualifications and certifications, and provide verification to the Dutchess BOCES Business Official upon request. In no instance will a security officer that has not been properly vetted by the vendor, and meets all requirements, be allowed to perform services on, at or for Dutchess BOCES.
- Vendor is responsible for costs of all training hours, to include any OJT training that is performed by security officers that do not yet meet standards to perform the duties without accompaniment.

6. INSURANCE & COMPLIANCE REQUIREMENTS

The selected contractor must provide proof of insurance naming Dutchess BOCES as additional insured. Minimum coverage requirements include:

- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate.
- Worker's Compensation & Disability Insurance: Statutory coverage required by NYS.
- Automobile Liability Insurance: \$1,000,000 combined single limit.
- Umbrella/Excess Liability: \$3,000,000 per occurrence (for unarmed security services).
- Professional Liability Insurance: \$1,000,000 per claim.
- Cyber Liability Insurance: \$1,000,000 per claim.

7. DISPUTE RESOLUTION

To attempt dispute resolution, the process included in this section will be used under this bid award/contract.

Dutchess BOCES and the vendor attempt to resolve the dispute in good faith.

Any dispute, controversy, or claim arising out of or relating to this contract, including but not limited to its breach, termination, or validity, shall be resolved by binding arbitration in Dutchess County, New York. The arbitration shall be conducted in accordance with the rules and

procedures set forth by Dutchess BOCES. The arbitrator shall be mutually agreed upon by the parties, or, if the parties cannot agree, selected pursuant to the rules of the American Arbitration Association, and the arbitrator's decision shall be final and binding upon all parties. Each party shall bear its own costs associated with the arbitration, except as otherwise determined by the arbitrator. Judgment on the arbitration award may be entered in any court having jurisdiction thereof.

8. PROPOSAL SUBMISSION DETAILS (Instructions to Bidders)

Proposal Due Date: 30 April 2025 @ 2:00 p.m.

Submission Address:

Dutchess BOCES , ATTN: Purchasing Department, 5 BOCES Rd, Poughkeepsie, NY 12601

Proposal Format:

The contract will be structured as a fixed hourly rate agreement. All proposals must be sealed and clearly labeled as "**RFP for Security Services #2526-03 - proposal opening 4/30/2025 2 p.m.**" Proposals should include items on the following checklist:

- Company Profile & Experience (including references from school districts or government entities).
- Staffing Plan & Proposed Personnel Qualifications.
- Detailed Security Service Plan.
- Pricing Proposal
 - Hourly Rates for officers, Overtime, and Event Coverage
 - Scheduled rate increases for each potential extension
 - If a vendor opts to pay employees rates based on longevity, longevity rates must be included in the proposal.
- Proof of Licensing, Insurance, and Compliance with NYS Regulations.
- W-9
- Pages 2 through 17 of this RFP must be returned with your proposal. Pages 12 through 17 must be properly and legibly completed, including all required signatures.
- Attachment A, Pricing Form, completely filled out.

9. EVALUATION CRITERIA & AWARD PROCESS

Proposals will be evaluated based on the following criteria:

- Cost Proposal (40 points) – Competitive pricing for specified security services.
- Contractor Qualifications & References (20 points) – Experience in school security.
- Staffing Plan & Supervision (15 points) – Ability to provide trained personnel.
- Compliance with NYS Laws & Insurance Requirements (15 points).
- Additional Value-Added Services (10 points).

Dutchess BOCES reserves the right to reject any proposal deemed unsatisfactory.

10. SERVICE DETAILS

The following are provided for clarification of service details.

- A. There are currently sixteen (16) calendar days that are holidays and no service is expected. These dates are approved by the board annually, and **are subject to change**. Currently these dates are: Independence Day, Labor Day, Rosh Hashanah, Columbus Day, Veteran' Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, and Juneteenth.
- B. A finalized schedule of dates will be provided upon contract execution confirming all scheduled dates. In general, all school days will require security services.
- C. A draft calendar for the 2025–2026 school year is included as an attachment to this RFP for reference. Final schedules will be confirmed upon contract execution.
- D. Contractor and officers are subject to "Snow Days", or other days where Dutchess BOCES is unexpectedly closed. Officers will follow standard practices for Dutchess BOCES employees for notification of closures or delays and arrive accordingly. Dutchess BOCES will only be responsible to pay for hours worked, and is not responsible for payment of hours for delays or closures.
- E. Dutchess BOCES will provide radios to each security officer on duty. Radios will be utilized on duty, but will be returned after each shift.
- F. Vendor will be responsible for replacement cost of any equipment lost, stolen, or damaged by vendor's employees, agents, or other personnel as a result of negligence or misuse.
- G. Hourly rates are all inclusive of costs of having an officer on duty. Labor, uniforms, equipment, insurances etc. are to be included in the hourly rates.
- H. If a vendor pays security officers based upon their longevity, the vendor must provide detailed pricing outlining those rates.
- I. Vendors must provide fixed, fully burdened hourly rates for each potential contract year, including all possible extensions. Dutchess BOCES will use these submitted rates for budgeting and evaluation purposes. Extensions are optional and subject to mutual agreement, but vendors may not condition acceptance of an extension on changes to pricing. Dutchess BOCES is not obligated to renegotiate or reissue this RFP due to vendor dissatisfaction with previously submitted rates.
- J. Extraordinary Price Adjustments (Optional and Limited): Dutchess BOCES may, at its sole discretion, consider a price adjustment only in the event of extraordinary, unforeseen cost increases that significantly impact the vendor's ability to perform. In such cases, the vendor must provide detailed written documentation demonstrating the source and extent of the cost escalation (e.g., supplier letters, wage mandates, or market indices).
- K. Any such request must be submitted at least 60 days prior to the start of a renewal period. Dutchess BOCES reserves the right to approve, deny, or negotiate the request. Approval of a price adjustment shall not obligate Dutchess BOCES to extend the contract or to accept future price increase requests.

- L. If performance expectations are not met, Dutchess BOCES reserves the right to terminate the contract. If Dutchess BOCES elects to execute under this clause, the termination will be effective at the end of the next full month of service. If termination for gross negligence or misconduct, Dutchess BOCES reserves the right to terminate the contract upon five (5) days notice.
- M. Dutchess BOCES is not a joint employer of the vendor's employees. The vendor is solely responsible for hiring, wages, benefits, payroll taxes, workers' compensation, and compliance with all applicable labor laws. Dutchess BOCES shall not be held liable for any employment-related claims, including unpaid wages, overtime disputes, or worker classification issues. The vendor agrees to indemnify and hold Dutchess BOCES harmless from any such claims.

11. PAYMENTS

No payments can be made without a properly executed purchase order, and the contractor acknowledges that services are not to be provided until and unless they receive a properly issued purchase order.

Vendor understands that Dutchess BOCES is bound to the terms in this RFP and any subsequent executed contract only, and **no other stipulations or terms included within the quotation will apply** without the express written approval of Dutchess BOCES.

Payments for services will be paid to the vendor on a monthly basis for services rendered. Vendor will invoice Dutchess BOCES the month following services, no later than the 10TH of the month. All chargeable items must be itemized on the invoice. The invoice will include a detailed report, by officer name, of services rendered and hours worked. Any charges beyond officer hours must also be fully documented and detailed.

If a vendor offers early payment discounts, those terms should be clearly stated in the Pricing Proposal section of the submission. e.g. 2/15, NET 30.

Payments of any invoice shall not preclude Dutchess BOCES from making claim for adjustments on any item found not to have been in accordance with general terms and conditions and scope of services in the executed contract.

12. CONTACT INFORMATION

For inquiries regarding this RFP contact:

Dutchess BOCES

ATTN: Michael Maher, Purchasing Agent

5 BOCES Rd, Poughkeepsie, NY 12601

Email: michael.maher@dcboces.org

Phone: 845.486.4800 ext. 2262

Dutchess BOCES thanks you for your interest in providing security services to our schools.

BID OPENING DATE: 4/30/2025 2 p.m.

PURCHASING AGENCY & ADDRESS: Dutchess BOCES
 Administration Bldg.
 5 BOCES Road
 Poughkeepsie, NY 12601

Security Services

Contract Period: Contract to be effective on July 1, 2025, and continue through June 30, 2026 with services aligning with the school year(s) and scheduled services, with optional one-year extensions through the 2029-2030 School Year.

The undersigned agrees to supply the service and products proposed and as agreed upon in final contract and pursuant to the terms of this Request for proposal.

<i>COMPANY NAME</i>		
<i>ADDRESS</i>		
<i>CITY</i>	<i>STATE</i>	<i>ZIP</i>
<i>POC:</i>	<i>TITLE:</i>	
<i>PHONE:</i>	<i>FAX:</i>	
<i>EMAIL:</i>		
<i>SIGNATURE:</i>		

DO NOT SEPARATE THESE SHEETS.

VENDORS ARE REQUIRED TO RETURN ONE FULL COMPLETED SET WHEN SUBMITTING THEIR BID. BE SURE TO CAREFULLY READ ALL SECTIONS OF THIS DOCUMENT INCLUDING THE INSTRUCTIONS TO BIDDERS.

Non-Collusive Bidding Certification

I. In accordance with Section 103-D of the General Municipal Law, the following must be subscribed to by every vendor:

By submission of this proposal, each vendor and each person signing on behalf of any vendor, and in the case of a joint proposal, each party thereto certifies as to its own organization under penalty of perjury, that to the best of knowledge and belief:

The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor;

2. Unless otherwise required by law, the prices which have been presented in this proposal have not been knowingly disclosed by the vendor and will not knowingly be disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor; and

3. No attempt has been made or will be made by the vendor to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

B. A proposal shall not be considered for award nor shall any award be made where (A) (1), (2), and (3) above have not been complied with; provided, however, that if in any case the vendor cannot make the foregoing certification, the vendor shall so state and shall furnish with the proposal, a signed statement which sets forth in detail the reasons therefore. Where (A) (1), (2) and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the vendor (i) has published price lists, rates or tariffs covering items being procured, (ii) has informed prospective customers of proposed for pending publication of new or revised price lists for such items, or (iii) has sold the same items to other customers at the same prices being proposed, does not constitute, without more, a disclosure within the meaning of section I. (A) above.

II. Any proposal hereafter made to any political subdivision of the State or any public department, agency or official thereof by a corporate vendor for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such proposal contains the certification referred to Section I above, shall be deemed to include the signing and submission of the Bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Company

Signed

Title

IRAN DIVESTMENT ACT COMPLIANCE RIDER

The Iran Divestment Act of 2012, effective as of April 12, 2012, is codified at State Finance Law (“SFL”) §165-a and General Municipal Law (“GML”) §103-g. The Iran Divestment Act, with certain exceptions, prohibits municipalities, including the District, from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in SFL §165-a and GML §103-g, a person engages in investment activities in the energy sector of Iran if:

(a) The person provides goods or services of twenty million dollars or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or

(b) The person is a financial institution that extends twenty million dollars or more in credit to another person, for forty-five days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created pursuant to paragraph (b) of subdivision three of Section 165-a of the SFL and maintained by the Commissioner of the Office of General Services.

A bid or proposal shall not be considered for award nor shall any award be made where the bidder or proposer fails to submit a signed and verified bidder’s certification.

Each bidder or proposer must certify that it is not on the list of entities engaged in investment activities in Iran created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the SFL. In any case where the bidder or proposer cannot certify that it is not on such list, the bidder or proposer shall so state and shall furnish with the bid or proposal a signed statement which sets forth in detail the reasons why such statement cannot be made. The District may award a bid to a bidder who cannot make the certificate on a case by case basis if:

(1) The investment activities in Iran were made before the effective date of this section (i.e., April 12, 2012), the investment activities in Iran have not been expanded or renewed after the effective date of this section and the person has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or

(2) The District makes a determination that the goods or services are necessary for the District to perform its functions and that, absent an exemption, the District would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

CERTIFICATION**IRAN DIVESTMENT ACT OF 2012**

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, added new provisions to the State Finance Law (SFL), §165-a and General Municipal Law (GML) §103-g effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b) and GML §103-g, the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By submitting a response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Proposer (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Proposer is advised that once the list is posted on the OGS website, any Proposer seeking to enter into, renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is bid upon or a proposal submitted, or the contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should Dutchess BOCES and/or Component District receive information that a person is in violation of the above-referenced certification, Dutchess BOCES and/or Component District will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then Dutchess BOCES and/or Component District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

Dutchess BOCES reserves the right to reject any bid, proposal or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Date: _____

Sexual Harassment Prevention Certification

State Finance Law §139-l requires vendors on state procurements to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training to all its employees and that such policy, at a minimum, meets the requirements of §201-g of the Labor Law.

By submission of this proposal, each vendor and each person signing on behalf of any vendor certifies, and in the case of a joint proposal, each party thereto certifies its own organization, under penalty of perjury, that the vendor has and has implemented a written policy addressing sexual harassment prevention in the workplace, and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of §201-g of the Labor Law.

The signature below certifies its compliance with State Finance Law §139-l.

Bidder: _____

By (signature): _____

Name (Please Print): _____

Title: _____

Date: _____

This form must be signed by an authorized executive or legal representative.

If the vendor cannot make the above certification, they must provide a statement with their proposal detailing the reasons:

CONFLICT OF INTEREST DISCLOSURE STATEMENT

PLEASE COMPLETE A OR B BELOW:

- A. No affiliations or financial interests exist between myself and any segment of Dutchess BOCES or any employee, board member or elected official of Dutchess BOCES.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Firm Name: _____

- B. An affiliation or financial interest exists with a Dutchess BOCES employee, board member or elected official. The affiliation or financial interest is as follows (please be specific):

Explain Here:

- C. Addenda Acknowledgement

The undersigned acknowledges receipt of the following addenda to this RFP (if any):

Addendum No. ____ Dated: _____

Addendum No. ____ Dated: _____

No addenda were issued.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Firm Name: _____

DUTCHESS CES

Project: Security Services

RFP Number: #2526-03

Contractor Name: _____

		CONTRACT TERM		OPTIONAL EXTENSIONS							
Description	Unit	Year 1 (2025-2026)		Year 2 (2026-2027)		Year 3 (2027-2028)		Year 4 (2028-2029)		Year 5 (2029-2030)	
		Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT
Stationary Post (desk duty)	Per hour	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Floating Officer (patrolling between various positions)	Per hour	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
On-Call / Special Event Coverage	Per hour	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Longevity-Based Pay (If Applicable)

Do you pay officers based on longevity or tiered wages?

Yes – Please attach a rate structure or explanation

No

Early Payment Discount (Optional)

Do you offer a discount for expedited payment (e.g., 2% if paid within 15 days)?

No

Yes – Please specify terms:




_____ % discount if paid within _____ days

2025-2026 SCHOOL CALENDAR

SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER					JANUARY				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	SC	SC	4	5			1	2	3	3	SC	5	6	7	1	2	3	4	5				1	2
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	5	6	7	8	9
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	12	13	14	15	16
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28	22	23	24	25	26	19	20	21	22	23
29	30				27	28	29	30	31						29	30	31			26	27	28	29	30
21 (staff) 19 (students)					21 (staff) 21 (students)					16 (staff) 15 (students)					17 (staff) 17 (students)					19 (staff) 18 (students)				
FEBRUARY					MARCH					APRIL					MAY					JUNE				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	6	2	3	4	5	6			1	2	3					1	1	2	3	4	5
9	10	11	12	13	9	SC	11	12	13	6	7	8	9	10	4	5	6	7	8	8	9	10	11	12
16	17	18	19	20	16	17	18	19	20	13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
23	24	25	26	27	23	24	25	26	27	20	21	22	23	24	18	19	20	21	22	22	23	24	25	26
					30	31				27	28	29	30		25	26	27	28	29	29	30			
18 (staff) 18 (students)					20 (staff) 19 (students)					18 (staff) 18 (students)					20 (staff) 20 (students)					19 (staff) 17 (students)				

2025	SEPTEMBER	1	Monday	Labor Day	FEBRUARY	16	Monday	President's Day Weekend
		2-3	Tues.-Wed.	Superintendent's Conference Day		17	Tuesday	Lunar New Year
		4	Thursday	School Opens				
		23	Tuesday	Rosh Hashanah	MARCH	10	Tuesday	Superintendent's Conference Day
					30-31	Mon.-Tues.	Spring Recess	
	OCTOBER	2	Thursday	Yom Kippur				
		13	Monday	Columbus Day	APRIL	1-6	Wed. - Mon.	Spring Recess
						2	Thursday	Passover Begins
	NOVEMBER	4	Tuesday	Superintendent's Conference Day		5	Sunday	Easter
		11	Tuesday	Veteran's Day (observed)				
		19	Wednesday (eve)	CTI/Resilience Academy Open House	MAY	25	Monday	Memorial Day
		24	Monday (eve)	SPC Parent Teacher Conferences				
		26-28	Wed.-Fri.	Thanksgiving Recess	JUNE	9,10	Tues.-Wed.	Regents Exams
						19	Thursday	Juneteenth
	DECEMBER	24-31	Wed.-Wed.	Winter Recess		17-26	Wed.-Fri.	Regents Exams
		25	Wednesday	Christmas		24	Wednesday	Last Day for Students
						26	Friday	Last Day For Staff
2026	JANUARY	1-2	Tues.-Fri.	Winter Recess				
		5	Monday	School Reopens				
		19	Monday	School Closed/MLK Day				
		20	IEP Day	School Closed (no students)				
		20-23	Tues.-Fri.	Regents Exams				

4 EMERGENCY DAYS ARE BUILT INTO THIS CALENDAR.
IF MORE ARE NEEDED, THE MAKE-UP FORMULA WILL BE AS FOLLOWS:
If one day: April 6, 2026
If two days: April 6, 2026, March 30, 2026
If three days: April 6, 2026, March 30, 2026, March 31, 2026
If four days: April 6, 2026, March 30, 2026, March 31, 2026, and April 1, 2026

	School Closed
	No Classes
	Supt. Conf. Day Staff Only