

## Attachment 10 - Request for Quote Form (Revised May 4, 2018)

### 1.1 Introduction

Authorized Users must use Attachment 10 – *Request for Quote Form* and follow the instructions below for selecting Contractors. Authorized Users may customize this Request for Quote (RFQ) template to meet your specific engagement needs. Some sections of this template may not be relevant to all Authorized Users. Those sections may be changed or removed.

When creating an RFQ, Authorized Users should NOT alter the Tables to include items that are unrelated to tasks/duties typically performed by unarmed Security Guards and/or Fire Safety/EAP Directors. If Authorized Users have a need for armed Security Guards or services which are outside the scope of the Centralized Contract, the Authorized User should follow its internal agency procurement requirements.

The RFQ process will result in an Authorized User Agreement and the Authorized User will then either use their NYS Procurement Card (P-Card) or issue a Purchase Order to the selected Contractor to obtain Security Guard and/or Fire Safety/EAP Director services based on the RFQ responses. Each order for services will be governed first by the terms and conditions specified in the OGS Centralized Contract and second by terms and conditions added to the Authorized User's RFQ. See Appendix B, Section 26 of the Centralized Contract regarding modification of Contract terms.

### 1.2 Authorized User Instructions

Authorized Users shall perform the following steps when completing the RFQ form:

1. Authorized User determines the need for Security Guards and/or Fire Safety/EAP Directors for an engagement or for a special event.
2. Authorized User reviews the Centralized Contracts to determine what Region the engagement is in and who the awarded Contractors are for the applicable Region.
3. Authorized User will obtain any required internal approvals to issue an RFQ.
4. Authorized User will draft a RFQ (using the RFQ template) and disseminate the RFQ, via email, to the Authorized Contact listed on the Contractor Information page, to **all Contractors** who hold an award for the Region the engagement is located in.
  - a. Authorized Users may include additional requirements, such as security requirements, federal funding requirements, familiarity with NYS-specific terms, facility-specific training, confidentiality requirements, shorter time frames for responding to urgent RFQs, holiday coverage, overtime issues, electronic timekeeping, specific certifications, request that winning Contractor make attempts to hire current Security Guards and/or Fire Safety/EAP Directors already working at Authorized User's location, etc. in the RFQ.
  - b. Authorized Users may request Contractors submit any documentation that will assist them in their evaluation such as licenses, resumes, training certifications, etc. Authorized Users may request to interview any Security Guard and/or Fire Safety/EAP Director candidate.
5. Authorized Users must maintain a record of the Contractors they send an RFQ to. It is recommended the Authorized User print out a copy of the email containing the RFQ they sent to all Contractors in the applicable Region, identifying the Contractors the request was sent to for inclusion in their procurement record. Contractor's quotes should be responsive to each of the Authorized Users requirements and contain competitive pricing.
6. A minimum of three (3) quotes should be received by the due date and time set forth in the RFQ for the Authorized User to award the business. In any Region, where the total number of available contractors may be less than three, this requirement will be waived. Authorized Users are not required to reach out to Contractors that did not respond to the RFQ to find out why they did not respond, unless the minimum number of quotes have not been received. In the event three (3) quotes have not been received by the due date and time provided, Authorized Users must document the reasons preventing Contractors from responding to the initial RFQ. If the reasons the Contractors provided for not responding are not amendable by reissuing another RFQ, the requirement of three quotes will be waived and the Authorized User may select a Contractor from the bids received in response to the initial RFQ. In all cases, Authorized Users must document the basis for their selection under the RFQ for the procurement record.
7. The Authorized User(s) will review quotes received by the RFQ Due Date and Time and make an award to the best value quote, which can be equated to lowest cost, as determined by the Authorized User.
8. Authorized Users must follow their applicable procurement rules and/or guidelines to ensure that compliance is met. Authorized User's procurement record should clearly show why one Contractor was chosen over another.
9. An Authorized User shall issue a Purchase Order or other written order for the engagement to the winning

Contractor, which is effective and binding on the Contractor at time of order in accordance with Appendix B §45 of the Centralized Contract. The Purchase Order shall contain the total exact or estimated cost, if an exact cost cannot be determined at that time. A Contractor shall not initiate services until the Purchase Order or P-Card transaction is issued, and an Authorized User shall not request performance of services until the Purchase Order or P-Card transaction has been issued.

10. Purchase Orders and P-Card transactions may be issued for up to a five (5) year period so long as the Purchase Order or P-Card transaction is issued within the term of the Centralized Contract. A Purchase Order that goes beyond the end of a fiscal year for a state agency will require a change notice to be implemented in the Statewide Financial System to authorize payments after the end of the prior fiscal year. Change notices are also allowed for up to two (2) years, upon both parties' agreement. Blanket Purchase Orders may be used for either an exact or estimated number of hours at a set rate for a certain time period, specific to a Region and title.
11. Once the Contractor receives a Purchase Order or other written order for the engagement, Contractor will have a maximum of ten (10) business days to fulfill the order for Security Guards and/or Fire Safety/EAP Directors, unless there is an agreement between the Authorized User and Contractor to a different timeframe.
12. Contractor must provide a Certificate of Compliance to each Security Guard and Fire Safety/EAP Director Candidate to provide to the Authorized User upon reporting for work. Authorized Users should not allow a Security Guard or Fire Safety/EAP Director to commence work without submission of the Certificate of Compliance.
13. Contractor and Authorized User may agree to change the Candidate's start date(s) in the event the start date included in the Authorized User's RFQ cannot be met.
14. If subcontractors are proposed to be used by the Contractor on an Authorized User's Site, Contractor must notify Authorized Users in writing for the Authorized Users approval prior to start date.
15. Contractor will begin services.
16. Authorized User will follow the appropriate contracting and payment procedures for invoice approval.
17. Contractor questions, clarifications, and/or disputes arising from an Authorized User's RFQ and/or Contractor selection other than issues related to MWBE and SDVOB goal compliance, are to be reviewed and resolved by the Authorized User and the Contractor, and not by NYS OGS. Questions regarding the centralized contract should be referred to NYS OGS.

### 1.3 Authorized User Reserved Rights

The Authorized User shall have all the same reserved rights as the State, set forth in the Centralized Contract in the Section titled *New York State Reserved Rights*. In addition to those reserved rights, the Authorized User shall have the following additional reserved rights:

1. To request and select Security Guards and/or Fire Safety/EAP Directors based upon previous experience, skill levels, and/or qualifications. These must be defined within the Attachment 10 – *Request for Quote Form*.
2. To add requirements to the RFQ and resulting Authorized User Purchase Order that are more advantageous than the terms and conditions established within the Centralized Contract.
3. To disallow Subcontractors proposed to be used by the Contractor on an Authorized User's Site and to approve any Subcontractors proposed to be used by the Contractor on an Authorized User's Site..
4. To, in the event of an unanticipated or expedited need for services and the RFQ process provided for in the Contract will not allow the Authorized Users to meet such unanticipated or expedited need for services, acquire such services without issuing an RFQ, but by obtaining quotes and making an award in accordance with the individual Authorized User's procurement guidelines. The Authorized User shall document the nature of the unanticipated or expedited need for services and the process for obtaining quotes and making the award. The term of any award made without issuing an RFQ as required herein shall be limited to the minimum period of time necessary to meet the unanticipated or expedited need for services, until such time as the RFQ process can be completed.
5. To request the Contractor's insurance policy language for purposes of substantiating compliance with the Centralized Contract's *Insurance Requirements*, or such other Insurance Requirements, as required by the Authorized User as part of an RFQ.
6. Conduct Contract negotiations with the next responsible Contractor responding to an RFQ, should the Authorized User be unsuccessful in negotiating with the selected Contractor.
7. To, in the event of two or more tied quotes where Financial/Cost had a weight of 100%, ask each Contractor to submit a best and final quote by a specified date and time. The pricing submitted must be lower than the initial pricing. If Financial/Cost had a weight of less than 100%, the quote with the lowest pricing shall be the basis for determining the award.

8. If, in the first six months from the RFQ due date, a Contractor is unable to fulfill the terms of the engagement, the Authorized User may go to the next highest scored Contractor(s) to offer them the engagement if they are willing to honor the prices quoted by the originally awarded contractor. If the Contractor(s) decline, a new RFQ must be released to acquire services.
9. Additional terms and conditions may be allowed as part of Contractor's response to an Authorized User's RFQ and incorporated into the Authorized User Purchase Order provided that all of the following conditions are met:
  - a. The Contractor identifies such terms and conditions in Contractor's response to the Authorized User's RFQ; and
  - b. Such terms and conditions do not contradict or violate any of the terms and conditions of the Contract, and/or are more advantageous to the Authorized User and the State than those set forth in the Contract; and
  - c. Such terms place no additional liability or responsibility on the Authorized User or the State; and
  - d. The Authorized User acknowledges in writing that it accepts such additional terms and conditions.
10. To request a replacement Candidate if the original selected/assigned Candidate is deficient in the performance of an assignment. The Authorized User has the right to approve all replacements and substitutes.

#### **1.4 Recommended Authorized User Voucher/Invoice Review Procedures**

1. Ensure security guards are registered with the Department of State during the date(s) in which services were performed. If the registration cannot be verified on the DOS website located at: [https://appext20.dos.ny.gov/lcns\\_public/lic\\_name\\_search\\_frm](https://appext20.dos.ny.gov/lcns_public/lic_name_search_frm), the reviewer can consider obtaining a physical copy of the registration for further verification.
2. Ensure Fire Safety/EAP Directors have an up-to-date Certificate of Fitness from New York City Fire Department that matches the site at which services were performed.
3. Match the hours that appear on the payroll records to the hours billed on the invoice.
4. If the invoice includes work from subcontractors on an Authorized User's Site, review the agreement between the primary contractor and subcontractor to ensure the payment meets the terms of this agreement.
5. Review the payroll to ensure the contractor and/or subcontractor are paying employees the appropriate prevailing wage.
6. Verify that the billing rates comply with those accepted in response to the RFQ.
7. Verify the Candidates were present for the time that appears on the invoice.

**How to Use this Template**

- Text Fields highlighted in grey must be updated with information relevant to your project.
- Explanatory comments are in (parenthesis) and italic text and should be removed prior to release of RFQ.

<b>GROUP: 71001 - AWARD NUMBER: 23106</b> <b>SECURITY GUARD SERVICES (STATEWIDE) AND FIRE SAFETY/EAP DIRECTORS (NYC ONLY)</b>	
<b>DESIGNATED CONTACTS</b>	
Primary Contact: <b>Insert First and Last Name</b>	Secondary Contact: <b>Insert First and Last Name</b>
E-mail address: <b>Insert E-Mail Address</b>	E-mail address: <b>Insert E-Mail Address</b>
New York State Governmental Entities must indicate if Procurement Lobbying Law/Restricted Period is in effect: <input type="checkbox"/> Yes <input type="checkbox"/> No	

If different than above, please mail or email the signed and notarized original of this document and any completed Attachment(s) to the following address:

**Insert First and Last Name**  
**INSERT AUTHORIZED USER NAME**  
**INSERT AUTHORIZED USER STREET ADDRESS**  
**INSERT AUTHORIZED USER CITY, STATE, ZIP CODE**  
**INSERT AUTHORIZED USER COUNTY AND CONTRACT REGION**  
**INSERT AUTHORIZED USER EMAIL ADDRESS**  
**INSERT AUTHORIZED USER PHONE NUMBER**

<b>1. INTRODUCTION</b>
<p>This Request for Quote "RFQ" is being sent under Group: 71001 Award Number: 23106 for Security Guard Services and/or Fire Safety/EAP Directors for <i>Name, address, City, County NY</i> located in Region <i>enter region number</i>.</p> <p>Responses will only be accepted from Contractors listed under Award #23106 for the Region indicated above.</p> <p>Responses which include pricing greater than the "Maximum Not-to-Exceed Rate" listed on the OGS Pricelist for Award #23106 will be rejected by the Authorized User.</p> <p>Contractors requiring additional information, to provide quotes, should submit any questions to the Primary Contact listed above, prior to the closing date for questions.</p> <p>Quotes submitted in response to this RFQ should be complete and timely as quotations received after the closing date may not be accepted.</p> <p>All Contractor responses to RFQs must remain open and valid for at least 60 days from the RFQ Response Closing/Due Date, unless the time for selecting the candidate is extended by mutual consent of the Primary Contact and the Contractor.</p> <p>Authorized Users and Contractors are reminded that MWBE and SDVOB participation goals are set at the OGS Centralized Contract Level, not on each individual RFQ. Contractors must advise the OGS MWBE office of all State Agency and Authority Authorized User Agreements Contractor wins in responding to an RFQ so that OGS may track MWBE goal compliance. Contractors must also provide OGS MWBE with information on all payments made to MWBEs and SDVOBs under the Centralized Contract. State Agency and Authority Authorized Users should contact OGS MWBE to discuss MWBE participation requirements and MWBE compliance reporting issues.</p>

Contractors must advise the OGS Centralized Contract Manager of all State Agency and Authority Authorized User Agreements Contractor wins in responding to an RFQ so that OGS may track SDVOB goal compliance. Contractors must also provide the OGS Centralized Contract Manager with information on all payments made to SDVOBs under the Centralized Contract. State Agency and Authority Authorized Users should contact the OGS Centralized Contract Manager to discuss SDVOB participation requirements and SDVOB compliance reporting issues.

**2. TERM**

**Tentative Start Date** *Enter Date* **through** *Enter Date*

**3. KEY EVENTS AND DATES**

Event	Date	Time
RFQ Release	<b>Enter Date</b>	<b>Enter Time</b>
Contractor Question Period End	<b>Enter Date</b>	<b>Enter Time</b>
Authorized User Answer Issuance Deadline	<b>Enter Date</b>	<b>Enter Time</b>
Intent to Bid Deadline <i>(can be mandatory or optional at Authorized User's discretion)</i>	<b>Enter Date</b>	<b>Enter Time</b>
RFQ Due Date	<b>Enter Date</b>	<b>Enter Time</b>

**Please note: Quotes received after the due date and time may not be accepted.**

The Authorized User will determine the amount of time needed for responses, beyond the two (2) business day minimum, by taking into consideration the title(s) and complexity of needs.

**4. Pre-Bid Conference/Site Visit**

*(Pre-Bid Conference/Site Visits are not mandatory. If an Authorized User elects to hold a Pre-Bid Conference/Site Visit, please include details such as: Date, Time and Location of the Pre-Bid Conference/Site Visit; state whether participation is mandatory; how to register; any requirements for advanced submission of questions in writing; and any building access requirements.)*

**5. Additional Requirements**

- (Please provide Contractors with any additional information regarding the level of service being requested and documentation required to be submitted:)*
- *Additional Training Needed*
  - *Certification Required*
  - *Vehicle Need*
  - *Overtime requirements*
  - *Holiday coverage requirements*
  - *Resumes and Licenses*
  - *References*
  - *Information required to be submitted with invoices*

**6. Award Methodology**

(Please indicate how the Award of this RFQ will be made.)

An award will be made to the Contractor who offers the best value solution.

Evaluation Weights:

Technical\*:      Insert Value (%)      Financial/Cost\*\*: Insert Value (%)

\* indicate pass/fail when Financial is 100%

\*\* If Award is going to be made to the Contractor who offers the lowest price, please enter 100% after Financial/Cost.

Additional Price Submittal information:

1. **Quotes cannot be greater than the posted Maximum Not-To-Exceed Rates on the OGS Centralized Contractor Information Page.**
2. Authorized Users MUST obtain a separate PRC # for each engagement from this contract where prevailing wage rates apply.  
<https://applications.labor.ny.gov/wpp/showPublicNewProject.do?method=showIt>
3. All proposed bill rates must meet minimum wage, prevailing wage, living wage or any other applicable local laws for the Regions indicated in the RFQ.

The following table is an example of how the AU and Contractor should complete the Pricing Submittal Table. This example is for Region 1.

Authorized User Completes						Contractor Completes		
Service Type	Number of Guards or Vehicles	Shift Coverage	Daily Hourly Total Per Guard	Number of Days Worked Per Week	Days Worked	Straight Time Hourly Bill Rate	Overtime Hourly Bill Rate	Daily Vehicle or One Time Training Charge
Level 1	2	8AM-4PM	8	5	M, Tu, W, Th, Fr	\$29.58	\$44.36	N/A
Level 2	1	8AM-4PM	8	5	M, Tu, W, Th, Fr	\$31.14	\$46.71	N/A
Fire Safety/EAP Director	1	8AM-4PM	8	5	M, Tu, W, Th, Fr	\$46.52	\$69.78	N/A
Vehicle	1	N/A	N/A	N/A	N/A	N/A	N/A	\$45.00
CPR	4	N/A	N/A	N/A	N/A	N/A	N/A	\$55.00

**7. Pricing Submittal**

**Authorized User Requirements:**

Authorized Users will fill in the cells that are highlighted gray – Service Type (Security Guard Level, Fire Safety/EAP Director, Training or Vehicle Use), Number of Guards, Shift Coverage Hours, Daily Hourly Total Per Guard, Number of Days Per Week, and Days Worked. All additional Authorized User requirements shall be added to the chart but other than training, the Contractors may not provide a separate charge for those additional requirements as they must be covered in the Hourly Bill Rates.

**Contractor Requirements:**

Contractors will fill in the RFQ Hourly Bill Rate, the RFQ Hourly Overtime Rate, and if applicable, the Daily Vehicle or One Time Training Charge. **Proposed rates may not exceed the posted not-to-exceed rates on the OGS Centralized Contract.**

**Method of Award:**

The Vendor providing the best value, as indicated within Section 6., *Award Methodology* (above), meeting all the required specifications, will be deemed the winning bidder. Best Value can be equated to lowest cost.

Engagement Name	
Region #	
Are Security Guards and/or Fire Safety/EAP Directors currently in service?	(Yes/No)
If yes, would the Authorized User request that the Contractor consider the current Security Guards and/or Fire Safety/EAP Directors for employment?	(Yes/No/Not Applicable)
Is Subcontracting allowed under this Request for Quote? Subcontracting refers to a subcontractor providing services on an Authorized User's Site.	(Yes/No)
If you are NOT bidding, please tell us why and return this page to the Authorized User by the RFQ due date. WE ARE UNABLE TO BID AT THIS TIME BECAUSE:	

Authorized User Completes						Contractor Completes		
Service Type	Number of Guards or Vehicles	Shift Coverage	Daily Hourly Total Per Guard	Number of Days Worked Per Week	Days Worked	Straight Time Hourly Bill Rate	Overtime Hourly Bill Rate	Daily Vehicle or One Time Training Charge