

**Middlesex County College
2600 Woodbridge Avenue
Edison, New Jersey 08818-3050**

Specifications - Security Officer Services

June 2014

These specifications are for the acquisition of part-time security officer services for the Middlesex County College Centers in Perth Amboy and New Brunswick, New Jersey. The vendor is to provide all services necessary for the operation of security officer services in compliance with these specifications.

1. CLIENT PROFILE

Middlesex County College is a two year community college with more than 12,000 full and part-time students and over 600 employees. The main campus is located in Edison, New Jersey on a portion of the former Raritan Arsenal and consists of 34 buildings on 182 acres with over 800,000 square feet of building space. In addition, the College maintains centers in shared spaces in both New Brunswick and Perth Amboy.

The New Brunswick and Perth Amboy Centers have student populations of 784 and 1089 respectively. The New Brunswick Center is located at 140 New Street in the New Street Parking Deck and contains 15,500 square feet of space on two levels. The Perth Amboy Center is located at 60 Washington Street in the Middlesex County Vocational & Technical High School and contains 14,200 square feet of space on the second level with an entrance and small lobby on the first level. The college also utilizes space within the high school at certain times.

2. DESCRIPTION OF SERVICES

Middlesex County College has determined that it requires the services of a security firm to provide security officer services in the New Brunswick and Perth Amboy Centers while they are occupied. The vendor shall provide the following services:

- Provide continuous, uninterrupted Class A unarmed security officer services without the use of overtime rates at the New Brunswick Center and Perth Amboy Center during scheduled days and hours set forth by each Center. There shall be one officer at each location.

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New Brunswick Center on Monday, Tuesday, Wednesday and Thursday of each week from 8:30 a.m. to 9:30 p.m., Friday from 8:30 a.m. to 5:00 p.m. and Saturday from 8:30 a.m. to 2 p.m. or 4:00 p.m. depending on classes scheduled.

Perth Amboy Center on Monday, Tuesday, Wednesday, and Thursday of each week from 8:30 a.m. to 10:00 p.m., Friday from 8:30 a.m. to 5:00 p.m. and Saturday from 8:00 a.m. to 1:00 p.m.

These hours listed above are for regular semesters. Summer and winter breaks will be different.

The college reserves the right to modify the hours and/or days of work based on its operational needs. The vendor shall respond as needed to accommodate the request.

- Supply all uniforms and equipment to be worn by the security officer. The uniform MUST be worn at all times while the officer is on duty and shall be of a standard military type. The vendor is responsible for the daily personal appearance of uniformed security officers.
- Provide the security officers with a cell phone, radio, or other communication device which will allow him/her to contact 911 in the event of an emergency when either inside or outside the college facility.
- Develop a comprehensive set of Post Orders documenting both general procedures as well as site specific responsibilities. Post Orders shall be prepared by the Vendor and approved by the College's Chief of Police and the respective Center Director prior to the commencement of the contract. All security offices shall be required to read and verify that they understand the Post Orders and at a minimum, shall be tested during the On-The-Job Training period, annual, or more frequently during site inspections.
- Provide appropriate and necessary management and supervision for all Vendor employees and be solely responsible for instituting and invoking disciplinary action of employees not in compliance with the Vendors rules and regulations, as well as any other policy established by the College.
- Provide appropriate relief coverage to ensure continuous security service during lunch/break periods for each security officer.
- Provide a Supervisor in the area that can be available immediately by phone or radio and can respond to the Center within 30 minutes to assist the security officer, college staff, or College Police as necessary to fulfill the requirements of these specifications. The supervisor shall also check on the security officer on a daily basis.
- Perform background checks including felony and misdemeanor convictions, drug testing, and an honesty test for all security officers assigned to the Centers.

3. **VENDOR RESPONSIBILITIES**

- Remove from the site, whenever required to do so by the College, any employee, student or guest considered by the College to be unsatisfactory or undesirable to the College within the limits of any applicable laws.
- At least two days prior to assignment, the Vendor shall furnish the name, address, phone number, and a copy of the New Jersey Security Officer License for each of their employees assigned to the College. No Security Officer will be allowed to work at the College unless they are licensed.
- Maintain complete and accurate accounting records, in a form in accordance with standard accounting practices, to substantiate vendor's charges hereunder. Such records shall include payroll records, job cards, attendance cards and job summaries, and the vendor shall retain such records for one year from date of final payment hereunder. The College shall have access to such records for the purpose of audit during the respective periods in which vendor is required to maintain such records as herein provided.
- Provide a monthly reconciliation between the billing to Middlesex County College and the actual hours worked by their security officers.
- The Vendor shall, at any time during the term of this contract, upon request of Middlesex County College, render a report of inspection, staffing, emergencies, security problems or related events at the Centers noted herein.
- Submit to Middlesex County College a list of at least three individuals with emergency telephone numbers in addition to an answering service and/or call center. All must be authorized to dispatch back-up staffing at the request of the College for such services. The Vendor will update the emergency telephone numbers as required, but must do so no less than every six (6) months throughout the term of this contract.

4a. **SECURITY OFFICER RESPONSIBILITIES -- GENERAL**

The security officer shall provide the following service while on duty:

- Enter time in/off shift in security log. Signing on and off duty in the Center log book.
- Patrol interior of the facility and outdoor area immediately surrounding the building.
- Detect unsafe walking conditions outside and inside the building and report it to the main office.
- Log incidents briefly describing incidents of safety and security concerns and faxing those reports to the MCC Police Department, maintaining filed copies internally.

- Inform Administrator of incidents or concerns on a timely basis, and complete incident reports as appropriate.
- Provide site updates of events and activities using both written and oral reports to effectively communicate to College Police
- Detect suspicious activities that may be a threat to the property, clients or employees of the Center.
- Report all emergencies, such as alarms, medical or safety issues.
- Report to work on time and complete all work assignments.
- Be friendly and professional while providing quality service.
- Provide escort services to parking areas as requested.
- Assist with evacuation of the building during fire drills.

Security officers are prohibited from carrying weapons of any kind including but not limited to, firearms, nightsticks, martial arts weapons, batons, any chemical agent neither spray nor liquid, or any metallic flashlight unless specifically approved by the College.

4b. SECURITY OFFICER RESPONSIBILITIES at the New Brunswick Center

The security officer shall provide the following service while on duty in addition to the general duties outlined above:

- Upon entering the building, turn on lights to hallways and complete a walk through of the building.
- Patrol interior of the facility, check that the video tape is running properly. The security guard will check entire building every hour and will make notation in log book of any issues or concerns.
- Man a front door post and actively monitor the video surveillance camera on that desk, responding or alerting the front office staff of any matters of concern. Provide access control as instructed by checking student identification cards or other form of ID as deemed appropriate, refer visitors to college to the front area and serve as general security presence and visible deterrent.
- Monitor that computer users in labs sign in and out properly on the computer log, and refer guests of the college to the on site administrators for authorization to use the lab during non peak hours as deemed appropriate.
The security guard may be asked to escort people out of the computer lab who may not be following established rules or maybe drinking or eating inside the computer lab.
- The security guard will retrieve and make notation of any item lost or found in the log book, and will ensure the safekeeping of such item, alerting staff who will help find legal owner if possible. The security guard will check ID and make notation of items returned.
- At the end of the semester, the security guard will arrange for transport of unclaimed items to the police department on main campus or designate the items as “donation” as in the case of unclaimed books.

- The guard may detect and report unsafe walking conditions to staff, placing yellow caution signs in place until help is dispatched.
- Report any misuse of computer equipment or any misuse of any college equipment to administrator in charge
- Track guests and visitors of the college using visitor sign in sheets

4c. SECURITY OFFICER RESPONSIBILITIES Perth Amboy Center

The security officer shall provide the following service while on duty in addition to the general duties outlined above:

- Monitor parking area at front entrance

5. SECURITY OFFICER QUALIFICATIONS

The security officer shall at a minimum possess the following qualifications:

- 18 years of age or older
- High School Diploma or G.E.D.
- Class A Security Officer
- A verifiable positive employment history
- No criminal convictions
- Authorized to work in United States of America
- Hold a State of New Jersey License as a security officer in good standing
- Negative result on pre-employment and random drug screening
- Passing score on an honesty test
- Ability to communicate effectively both written and orally for the purpose of public interaction and report writing
- Neat and professional appearance
- Speak effectively to communicate with all members of the campus community
- Bi-lingual (English/Spanish) speaking is preferred
- Friendly and professional demeanor
- Ability to provide quality service
- Ability to handle typical and crisis situations efficiently and effectively
- Be in good general health at all times in order to ensure the health, safety, and welfare of the college community
- Be able to stand for long periods of time, climb stairs, and endure changes in temperatures from outdoors to indoors

6. SECURITY OFFICER TRAINING REQUIREMENTS

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The security officer shall at a minimum possess the following training. The vendor shall provide documentation of the following training for each security officer assigned to the Centers prior to the start of work for the duration of this contract.

- State of New Jersey 24 hour training
- CPR, AED and First Aid
- Blood Borne Pathogens
- Fire extinguisher

7. VENDOR QUALIFICATIONS

The vendor shall supply sufficient and complete information for a full evaluation of all items in this section. If more space is needed for comments or description, attach a page with the additional information and clearly identify it by referencing the associated section number.

- Possess a minimum of five (5) years experience of providing service similar to those required in these specifications.
- Provide a brief statement of capabilities and years of experience with proposed security services.
- Provide a brief history of the organization not-to-exceed five pages.
- Provide at least five (5) references, preferably institutions of higher education, including organization name, contact person, position in the organization, address, and telephone number. The college reserves the right to contact these references. Failure to provide references for review by the College will result in the proposal being considered non-responsive.
- Provide an organizational chart of the firm containing names and titles of all individuals associated with providing the services required in these specifications.

8. ADDITIONAL INSURANCE REQUIREMENTS

The vendor will secure and maintain, at his/her expense, insurance of the following kind and limits to cover all locations of the Vendor's operations in connection with work for the College.

- a. Police Professional Liability or equivalent which will include personal injury coverage (false arrest, detention or imprisonment, malicious prosecution, libel, slander, defamation, or violation of right of privacy, wrongful entry or eviction, or other invasion of right of private occupancy).
- b. Fidelity Bond: To include coverage for dishonest acts by the insured's employees.

- c. Unemployment Insurance: The Vendor promises and agrees to pay the contribution measured by the wages of its employees required by the New Jersey Unemployment Insurance Laws and all amendments thereto and accepts the exclusive liability for said contributions; the Vendor further promises and agrees to indemnify and hold harmless Middlesex County College on account of any contribution measured by the wages aforesaid of the employees of the Vendor assessed against Middlesex County College under the authority of said law.

The Vendor will submit insurance certificates covering all of the aforementioned insurance requirements which certificate will name Middlesex County College an additional insured party. No work can commence until these certificates are in the hands of the College. Furthermore, the insurers will be required to provide the College a thirty (30) day notice of any changes in coverage or cancellation of coverage by either Vendor or Insurer.

9. INDEMNIFICATION

The vendor agrees to and will indemnify, defend and hold the College harmless from and against any claim arising from the vendor's performance of the services under this contract, but only to the extent the claim is caused by the negligence of the vendor, its employees or agents while acting within the scope of their duties and authority

The College agrees to and will indemnify, defend and hold the vendor harmless from and against any claim in connection with this contract, but only to the extent the claim is caused by the negligence of the college, its employees or agents.

10. WAGES & PAYMENTS

The vendor will pay the security officers no less than \$12.00 per hour.

The vendor shall submit an invoice on a monthly basis for services provided in the prior month. The invoice shall include the actual hours worked for that month. Payment will be made for those hours at the billable hourly rate contained in the vendors bid.

Certified payroll documents shall be provided on a monthly basis and be included with the invoice.

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11. REPORTS AND RECORDS

The vendor shall maintain complete and accurate accounting records, in a form in accordance with standard accounting practices, to substantiate vendor's charges hereunder. Such records shall include payroll records, job cards, attendance cards and job summaries, and the vendor shall retain such records for one year from date of final payment hereunder. Middlesex County College shall have access to such records for the purpose of audit during the respective periods in which vendor is required to maintain such records as herein provided.

The Vendor will provide a monthly reconciliation between the billing to Middlesex County College and the actual hours worked by their security officers.

The Vendor shall, at any time during the term of this contract, upon request of Middlesex County College, render a report of inspection, staffing, emergencies, security problems or related events at the Centers noted herein.

12. TERM OF CONTRACT

The contract shall be for the period of July 1, 2014 through June 30, 2015 with two renewable one-year terms for the periods of July 1, 2015 through June 30, 2016 and July 1, 2016 through June 30, 2017. The College, at its sole discretion, may terminate the contract thirty days after giving the Vendor written notice of intent. The renewable terms are at the discretion of the College and are not guaranteed.

13. SITE VISIT AND ADDITIONAL INFORMATION

Additional information may be obtained from the following:

Facility/site: Captain Michael Ambroziak
Middlesex County College Police
732-906-7717
732-321-0240 fax

Proposal: David Fricke
Director of Purchasing
732-906-2519
732-906-4236 fax

Floor plans for both Centers are attached for reference purposes.

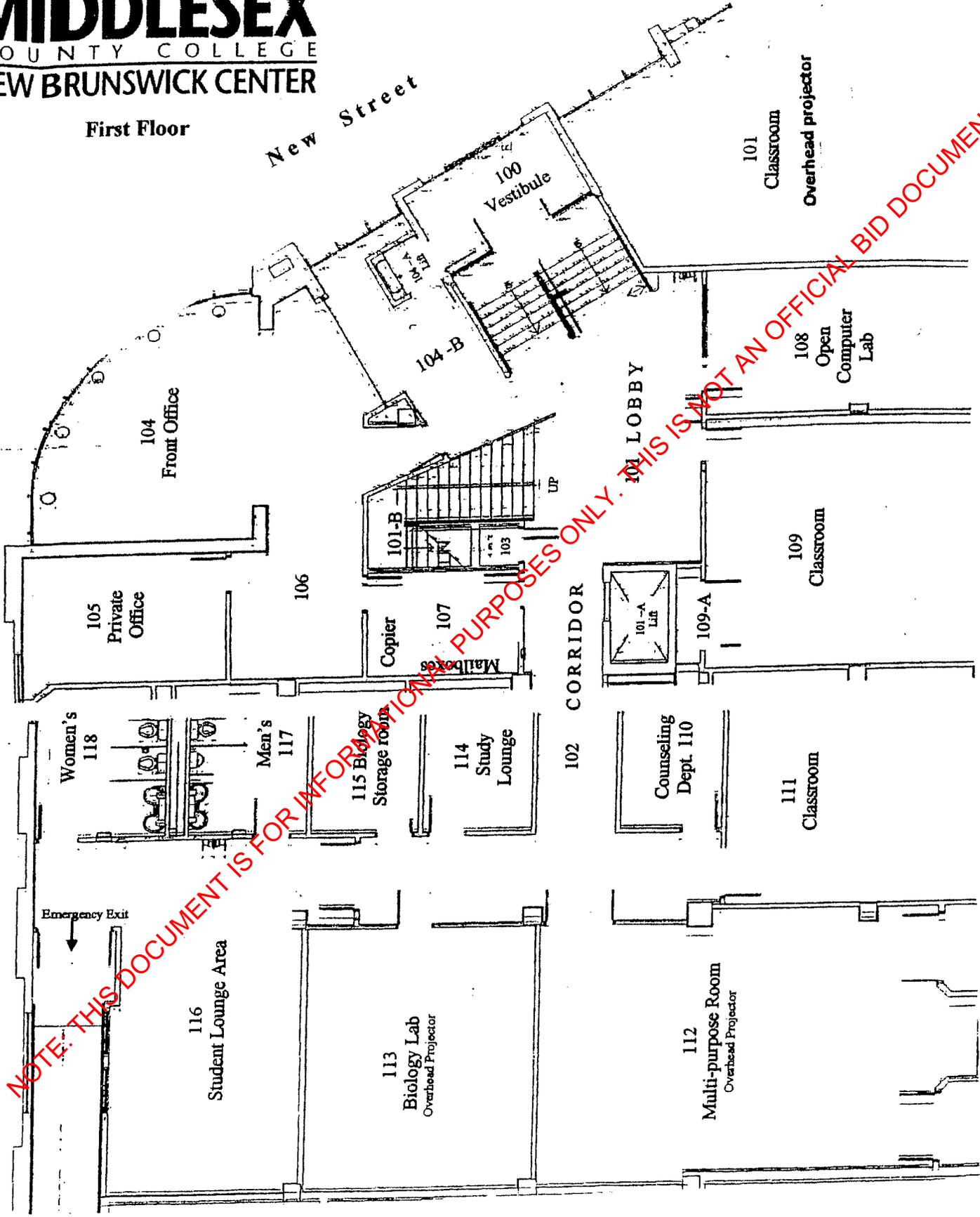
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MIDDLESEX COUNTY COLLEGE NEW BRUNSWICK CENTER

First Floor

Joyce Kilmer Street

New Street



104 Front Office

105 Private Office

106

Copier

107

Mailboxes

Women's 118

Men's 117

115 Biology Storage room

114 Study Lounge

102 CORRIDOR

Counseling Dept. 110

111 Classroom

Emergency Exit

116 Student Lounge Area

113 Biology Lab Overhead Projector

112 Multi-purpose Room Overhead Projector

101-B

UP

103

104-B

100 Vestibule

101 LOBBY

101

Classroom Overhead projector

108

Open Computer Lab

109 Classroom

109-A

101-A Lift

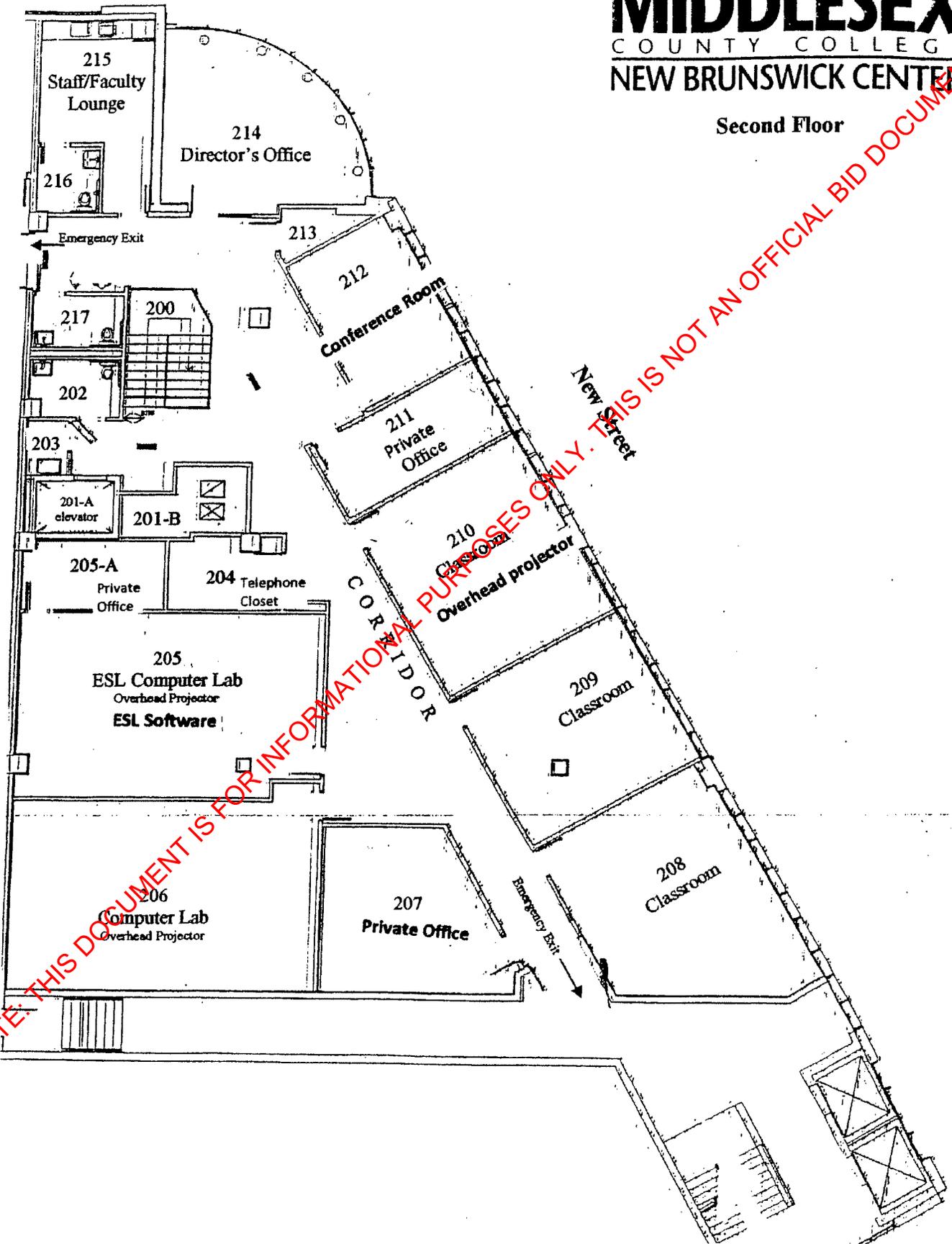
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Joyce Kilmer Street

MIDDLESEX

COUNTY COLLEGE
NEW BRUNSWICK CENTER

Second Floor



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