

The following Solicitation for Bid / Request for Proposal No.590414-S12023, is issued by Laz Parking of New York & New Jersey, LLC, for Security Guard Services of the Battery Parking Garage, located at 56-80 Greenwich Street New York NY 10006

REQUEST FOR PROPOSALS

TO

PERFORM SECURITY GUARD SERVICES

AT THE

BATTERY PARKING GARAGE

56-80 GREENWICH STREET NY, NY 10006

Solicited By:
LAZ Parking Headquartered in
Hartford, CT 06103

Table of Contents

Section One: Introduction

Section Two: Request for Proposals - Rules & Regulations

Section Three: Type of Insurance Required by the Successful Bidder

Section Four: Contractor's Qualification Statement

Section Five: Scope of Services to Provide Security Guard Services at the Battery Parking Garage

Section One: Introduction

**LAZ Parking New York/New Jersey LLC (“LAZ”)
333 West 39th Street, Suite 602
New York, NY 10018**

LAZ is now accepting proposals to provide Security Guard Services at the Battery Parking Garage.

LAZ offers this competitive bidding opportunity for diverse Security firms through a public solicitation known as a "Request for Proposal" or "RFP".

LAZ's selection criteria shall include the financial strength, demonstrated management expertise, business plan and work history of the Contractor.

The *Contractor's Qualification Statement* (CQS) must be filled out completely; incomplete CQS forms will be returned and may disqualify a bidder's proposal.

Section Two: Request for Proposals-Rules & Regulations

The Property: This RFP booklet is accompanied by the *Scope of Services* (SOS) to be performed at the Battery Parking Garage – 56-80 Greenwich Street New York, NY 10006.

Due Date: Each proposal must contain three (3) copies of all Submission Requirements listed below. The proposal must be delivered via mail carrier in a sealed envelope to LAZ's New York office on or before 3 PM February 16, 2023 (the "Deadline") at which time they shall be opened in the presence of a MTA representative or another authorized designee. Envelopes must be addressed as follows:

LAZ Parking NY/NJ LLC
Security Guard Services
333 West 39th Street Suite 602
New York, NY 10018

Submission Requirements: Proposals must include the following:

1. A complete *Contractor's Qualification Statement*.
2. Fully executed *Bid Guarantee*.
3. A proposed Contract for Security Guard Services.
4. A description of the method and schedule to provide Security Guard Services.
5. Provide a detail cost breakdown for the Security Guard Services.

Proposal Bid: LAZ may cancel this RFP at any time for any reason or for no reason or may withdraw the notice of award without any further obligation.

Withdrawal Of Proposals:

After the deadline, proposals shall be considered an offer and may not be withdrawn by Proposer until at least 90 days after the deadline as specified.

Site Visit:

A mandatory/non-mandatory site visit is scheduled for January 26th at 11 AM. Meet in the lobby of the Battery Parking Garage at 70 Greenwich Street in lower Manhattan. Final questions from Proposers are due no later than February 2nd 3 PM. Questions submitted after this deadline will not be accepted.

Selection Criteria:

LAZ shall consider the following criteria in evaluating an acceptable proposal:

1. **Business Experience:** Proposer's experience in similar type activities will be considered.
 2. **Financial Qualifications:** The creditworthiness of the Contractor will be evaluated to assure LAZ that the Contractor can manage the scope of services in accordance with contract requirements.
 3. **Cost of Providing Security Guard Services.** All costs including any escalation costs shall be included in the proposal.
 4. **Term of contract shall be 3 years with an option to extend for two (2) additional one (1) year periods at the sole and absolute discretion of MTA**
-

Conditions:

1. All Proposers shall be required to execute a confidentiality agreement prior to receipt of all plans which shall remain the exclusive property of MTA.
2. Once submitted, a proposal becomes the property of LAZ and constitutes an offer by the Contractor that may not be revoked until the 90th day after the deadline, and thereafter only in writing. No rights whatsoever shall accrue to the Proposer unless and until a contract has been fully executed.
3. **Insurance:** Please see the section of this booklet entitled "Type of Insurance Required by the Successful Bidder" for all insurance requirements.
4. **Termination:** LAZ reserves the right to terminate the Contract at any time.

Non-Discrimination: Proposer will not discriminate against any person based on race, creed, color, national origin, sex, age, handicap, or marital status in performing its obligations pursuant to the Contract.

Other Conditions: LAZ reserves the right, without liability, to

1. Postpone the submission deadline,
2. Reject any and all proposals,
3. Negotiate all terms and conditions, including compensation and location, with any Proposer
4. Modify or withdraw this RFP at any time.
5. Waive any requirement.

Section Three: Type of Insurance Required by the Successful Bidder

- I. **Insurance:** Contractor shall maintain insurance at its sole expense:
- A. Workers' Compensation Insurance as required by law. Such insurance shall fully comply with the Worker's Compensation law(s) of the state(s) in which operations or work related to this Agreement is to be performed.
 - B. Commercial General Liability Insurance Operations coverage and Contractual Liability coverage, with a Combined Single Limit of at least \$2,000,000 per Occurrence for Bodily Injury and Property Damage. Such insurance shall (1) be underwritten by insurers acceptable to LAZ; (2) name LAZ Parking New York/New Jersey LLC., Metropolitan Transportation Authority, Metropolitan Transportation Authority Bridges And Tunnels, City and State of New York and their subsidiaries and their officers, directors and employees as additional insureds (the "Insured's") for the full policy limit (3) provide for a waiver of subrogation with respect to any additional insured's; (4) specifically state the indemnification agreement of this contract is insured as a contractual obligation for the insurer; and (5) provide that the insurer shall give LAZ at least sixty (60) days advance written notice, by certified mail, return receipt requested, of any adverse change, or any cancellation or non-renewal of such insurance and that any adverse change, cancellation or non-renewal shall not apply to the interest of the additional insured for sixty (60) days following receipt of such notice.
 - C. Automobile Liability Insurance with a Combined Single Limit of at least \$1,000,000 per occurrence for bodily Injury and Property Damage. Such insurance shall be (1) underwritten by insurers acceptable to LAZ; (2) name the Insured; (3) apply to any automobile; and (4) provide that the insurer will provide LAZ with at least sixty (60) days advance written notice, by certified mail, return receipt requested, of any cancellation or non-renewal of such insurance. Such notice to be given by certified mail, return receipt requested to the address herein below set forth.

The Contractor will provide LAZ with a Certificate of Insurance evidencing the insurance required above. The Certificate of Insurance shall (1) show the total limit of liability of all policies; (2) reference the contract on the Certificate of Insurance; and (3) be signed by an authorized representative of the insurance carrier.

NOTIFICATION LIST OF CERTIFICATE OF INSURANCE POLICY

II. Notice: Any notice to be served pursuant to this contract shall be delivered by either (i) personal delivery or (ii) U.S. Certified Mail, Return Receipt Requested, postage pre-paid, addressed as follows:

If to LAZ :

LAZ Parking New York/New Jersey LLC.
One Financial Plaza, 14TH Floor
Hartford, CT 06103
Attn: Insurance Director

With a copy to:

LAZ Parking New York/New Jersey, LLC.
One Financial Plaza, 14TH Floor
Hartford, CT 06103
Attn: Legal Department

And:

Metropolitan Transportation Authority
2 Broadway, 16th Floor
New York, NY10004
Attention: Director, Risk Management

Section Four: Contractor's Qualification Statement

SUBMITTED TO:

SUBMITTED BY:

Firm: _____

Address: _____

City: _____

State: _____

PROJECT: _____

Zip: _____

Phone: _____

HAS FIRM EVER WORKED FOR THIS OWNER ON OTHER PROJECTS? Yes No

TYPE OF FIRM:

- Corporation Partnership Individual Other (provide explanation)
 Closed Shop Open Shop Minority Business Enterprise
 Woman Owned Business Enterprise

Type of MBE/WBE certification: _____

If your organization is a corporation, answer the following:

Date of incorporation: _____

State of incorporation: _____

President's name: _____

Vice-president's name(s): _____

Secretary's name: _____

Treasurer's name: _____

If your organization is a partnership, answer the following:

Date of organization: _____

Type of partnership (if applicable): _____

Name(s) of general partner(s): _____

If your organization is individually owned, answer the following:

Date of organization: _____

Name of Owner: _____

Years in business as Contractor under present firm name: _____

Under what other or former names has your organization operated?

Number of Employees: _____ Office: _____ Field: _____

TYPE OF WORK:

Security Other

(Please specify)

FIVE LARGEST CONTRACTS WITHIN THE LAST FIVE YEARS:

Contract	Owner's Representative & Phone Number	Contract Amount
		\$
		\$
		\$
		\$

Average annual billing for last five years:

Last year's billing: \$

MAJOR SECURITY GUARD SERVICES UNDER CONTRACT:

Contract	% Complete & Completion Date	Arch/Engr	Contract Amount
			\$
			\$
			\$
			\$
Total projects under contract: (including those not listed above)			\$

CURRENT CONTRACTS ON WHICH FIRM IS A CANDIDATE FOR CONTRACT AWARD:

HAS FIRM EVER FAILED TO COMPLETE A CONTRACT? Yes No

HAS ANY OFFICER, PARTNER OR OWNER OF FIRM EVER BEEN AN OFFICER, PARTNER, OR OWNER OF ANOTHER FIRM WHEN IT FAILED TO COMPLETE A CONTRACT? Yes No

HAS FIRM HAD ANY SUB-CONTRACTOR FAIL TO COMPLETE A CONTRACT IN LAST FIVE YEARS? Yes No

ARE THERE ANY JUDGMENTS, CLAIMS, ARBITRATION PROCEEDING OR SUITS
PENDING OR OUTSTANDING AGAINST FIRM OR ITS OFFICERS?

Yes No

HAS FIRM BEEN A PARTY TO ANY LAWSUITS IN LAST FIVE YEARS?

Yes No

(If answer to any of above questions is yes, provide explanation)

REFERENCES:

Banks:

Account Numbers:

Agent

Phone Number

Insurance Company: **Requested Above**

Bonding Company:

Suppliers:

Other:

FINANCIAL STATEMENT:

C.P.A. Firm:

Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items: assets, debts, and unencumbered net worth.

Is the attached financial statement for the identical organization as a proposer.

Yes No

If not, explain the relationship and fiscal responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).

THE ANSWERS TO THE FOREGOING QUESTIONS AND ALL STATEMENTS HEREIN CONTAINED ARE TRUE AND CORRECT

Firm: _____

By: _____

Title: _____

Signature: _____

Date: _____

(Corporate seal)

Attest: _____

EXPLANATIONS: _____

The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the LAZ or MTA in verification of the recitals comprising this Statement of Bidder's Qualifications.

State of _____ County of _____

_____ Being duly sworn deposes and says that he is _____ of
and that the answers to the foregoing questions and all statements therein are true and correct.

Subscribed and sworn to before me this _____ day of _____, 20____.

(Notary Public)

My commission expires: _____

Section Five: Scope of Services to Provide Security Guard Services at the Battery Parking Garage

I. Introduction and Project Objective

LAZ) is requesting proposals for security service from recognized security service providers (the “Provider”) for twenty-four-hour, seven-day foot patrols of the Garage.

The Provider will be expected to provide roving foot patrols and furnish and maintain two-way radios for use by its guards with a channel that can communicate with the Original Garage’s Main Office located in the lobby of 56-80 Greenwich Street. In addition, the Provider is expected to furnish and install a means of monitoring the rounds made by the guards, with records accessible to both Provider’s supervisors and LAZP. As a minimum qualification requirement, the Provider must currently provide 24/7 guard service for at least two contracts of comparable size and scope and provide detailed examples and references for these contracts. Experience with existing guard services for self-park parking facilities (24/7 or not) is preferred.

II. Facilities

The Garage is located at the Manhattan end of the Brooklyn Battery Tunnel, north of Morris Street between Greenwich Street and West Street. The facility consists of the Original Garage, which opened on July 1, 1950, and the Garage Addition, which was built over the tunnel’s approach plaza and was completed on February 1, 1968. It includes 2,055 self-park spaces on eight levels and is served by five passenger elevators in two cores Morris Avenue and Greenwich Street.

The Battery Parking Garage, consisting of the following street addresses:

- Primary Address: 56-80 Greenwich Street, New York, NY 10006

With other entrances and exits at or near the following addresses:

- 20 Morris Street, New York, NY 10006
- 81 Washington Street, New York, NY 10006

III. Scope of Services

The minimum service requirements are as follows:

- All guards must be licensed by the State of New York.
- All guards must be uniformed with appropriate seasonal garments for weather conditions.
- Define the minimum amount of training that each guard must receive before being assigned for work at the Garage.
- Two (2) person coverage; 24 hours per day, 365 days per year (i.e., forty-eight staff hours per day or 336 hours per week).
- Identify employee union affiliation, if any.
- Identify minimum hourly pay for on-site employees assigned to this property and explain the

guard's compensation package in terms of benefits, annual and/or performance increases, and any bonus opportunities.

- Provide a rate structure based on hourly charges for three (3) years, which identifies base charges and charges for additional fees such as holidays, weekends, higher level employees, or any other charges that could be invoiced. Identify all, if any, factors that could alter the rates during the three-year contract period.
- Provide a minimum of four (4) - two or four channel, two-way radios including a base station (with repeaters if necessary) for communication throughout the Garage and the Original Garage's Main Office located in the lobby of 56-80 Greenwich Street.
- Install watch stations as per exhibit #1 throughout the Garage to monitor the individual activities of each assigned guard. Security company shall provide garage manager remote access to their watch records. All watch records shall be stored electronically and made available to the Garage manager when requested.
- Provide the recommended guard patrol schedule for both original and garage addition. In addition to regular patrol schedule one guard must be assigned to the Original Garage, Ground Floor on Friday, and Saturday evenings, from 10 PM until 4 AM.
- Provide a simplified organizational chart of off-site staff.
- For billing purposes, timecard records of individual guard on-site service will be required in support of invoiced hours.
- Define the number of hours of direct on-site supervision that will be provided by supervisors that are not functioning as roving guards.
- Provide samples of incident report forms and operating guidelines defining what should be done in the event of an emergency.

IV. Special Instructions

The contract for security Guard services is expected to be awarded within four (4) weeks of the deadline for proposal submissions. There may or may not be interviews scheduled after receipt of proposals, and the lowest bidder will not necessarily be awarded the contract. The contract will be cancellable for default with a thirty (30) day cure period and must be assignable to any future operator of the Garage without additional charge for changes in certificates of insurance or other administrative matters.

EXHIBIT #1

Original Building (Watch Stations)		Garage Addition (Watch Stations)	
Ground Level	1. Stair A,B & C	1. Stair D,E & F	
	2. Storage Rooms (2)	2. Electric Room	
	3. Elevator Lobby	3. Elevator Lobby	
	4. Employee Room	4. Storage Room	
	5. Main Lobby		
	6. Basement Door		
	7. MTA Office		
	8. Emergency Garage		
	9. Mechanical Room		
	10. Electric Room		
	11. Security Booth		
LEVEL 1	1. Stair A,B & C	1. Elevators	
	2. Storage Room		
	3. Helix		
	4. Elevator Lobby		
	5. Electric Room		
LEVEL 2	1. Stair A,B & C	1. Stair D,E & F	
	2. Storage Room	2. Electric Room	
	3. Helix		
	4. Elevator Lobby		
LEVEL 3	1. Stair A,B & C	1. Stair D,E & F	
	2. Storage Room		
	3. Helix		
	4. Elevator Lobby		
LEVEL 4	1. Stair A,B & C	1. Stair D,E & F	
	2. Storage Room		
	3. Helix		
	4. Elevator Lobby		
LEVEL 5	1. Stair A,B & C	1. Stair D,E & F	
	2. Storage Room		
	3. Helix		
	4. Elevator Lobby		
LEVEL 6	1. Stair A,B & C	1. Stair D,E & F	
	2. Storage Room		
	3. Helix		
	4. Elevator Lobby		
ROOF	1. Stair A,B & C	1. Stair D,E & F	
	2. Storage Room	2. Storage Room	
	3. Generator Room	3. Generator Room	
	4. Elevator & Tank Room	4. Elevator Room	
	5. Entrance & Exit	5. Entrance & Exit	