



REQUEST FOR PROPOSALS

Public Safety Program

RELEASE DATE:

MONDAY, DECEMBER 11, 2017

PRE-BID CONFERENCE:

MONDAY, DECEMBER 18, 2017, 10:00AM

PROPOSALS DUE:

NO LATER THAN 5:00PM ON WEDNESDAY, JANUARY 17, 2018
(EXTENSIONS WILL NOT BE GRANTED, NO CALLS PLEASE)

Lincoln Square District Management Association, Inc.
DBA Lincoln Square Business Improvement District
1841 Broadway, Suite 1112, New York, NY 10023
212.581.3774 | www.lincolnsquarebid.org

I. INTRODUCTION

The Lincoln Square District Management Association, Inc. (hereafter LSDMA), which operates the Lincoln Square Business Improvement District (BID), a private, not-for-profit 501(c) 3 tax exempt corporation, is seeking Proposals from VENDEX-approved Contractors for the provision of an unarmed, Public Safety/Ambassador program to provide supplemental security and public safety services to the area of the Lincoln Square Business Improvement District. The Lincoln Square BID's current Contract for public safety will end on March 31, 2018.

The mission of the Lincoln Square BID is to make Lincoln Square cleaner, safer, and more beautiful, and to undertake various improvement projects. We focus our efforts on supplemental sanitation and security services; the beautification of public spaces, malls, and parks; and the promotion and marketing of the area's diverse business and cultural offerings. The Lincoln Square BID acts as a catalyst working with business, community and city partners to promote positive change in Lincoln Square. Our programs and initiatives, including Winter's Eve at Lincoln Square – New York's largest holiday festival, are designed to foster tourism, and to showcase the rich and varied resources of this vibrant Upper West Side neighborhood.

The Lincoln Square BID encompasses a total of 84 block faces from the north side of West 58th Street to the south side of West 70th Street which includes all of Broadway in that area, the east side of Amsterdam Avenue, the majority of Columbus Avenue and parts of Central Park West. The map attached to the back of this RFP outlines the area of coverage (see Appendix C).

Qualified Proposers are invited to submit Proposals for the work in accordance with the terms and conditions of this Request for Proposal (RFP). Proposers are requested to be creative, innovative and as comprehensive as possible in providing Proposals for the unique area known as Lincoln Square, which is the entertainment and cultural heart of New York City and a shopping and dining destination for 25 million people annually.

II. PROPOSAL SUBMISSION PROCESS

Proposals, including the completed Billing Rate Schedule (See Appendix A), should be emailed to the following by the close of business, 5:00PM on Wednesday, January 17, 2018:

Monica Blum, President, mblum@lincolnsquarebid.org,
Ralph Memoli, Executive Vice President, rmemoli@lincolnsquarebid.org, and
Phil Gordon, Manager of Field Operations, pgordon@lincolnsquarebid.org .

Proposers will attend a pre-bid conference followed by an area site visit on Monday, December 18, 2017 at 10:00am at the office of the Lincoln Square BID, 1841 Broadway, Suite 1112, New York, NY, 10023. Although not mandatory, attendance at the pre-bid conference and site visit will be factored into our decision making process.

During the pre-bid conference, the Lincoln Square BID will be available to answer questions that Proposers may have. After the conference, inquiries will be accepted only via email and responses to a company's questions will be shared with all qualified proposers who have attended the pre-bid conference. All questions should be e-mailed to the Lincoln Square BID's Manager of Field Operations, Phil Gordon at pgordon@lincolnsquarebid.org.

III. SELECTION PROCESS

Upon receipt of the RFP, each Proposer should review the entire package and submit questions for clarification of those items addressed in the RFP. The LSDMA may interview each Proposer, conduct site visits of Proposer's field location, visit other locations for which proposer provides services and check references provided with the Proposals.

The LSDMA will review all Proposals for completeness and compliance with the scope of work and terms and conditions contained in this RFP. The LSDMA reserves the right to request additional information or materials it may deem appropriate and necessary to evaluate each Proposer's qualifications, past experience, current activities, and vision, which may assist the LSDMA in making an informed decision in the best interest of the LSDMA. Submission of a Proposal shall constitute the Proposer's consent that the LSDMA may make such inquiries as it deems appropriate to evaluate the Proposer's submission and qualifications.

The LSDMA shall award the Contract to the qualified Proposer whose Proposal it determines to be most advantageous to the LSDMA. The LSDMA reserves the right to award the Contract to other than the Proposer offering the lowest overall cost and the right to award the Contract based on the initial submission, without further discussion. The LSDMA further reserves the right to reject all Proposals, to postpone and /or cancel this RFP.

The LSDMA shall not pay or be responsible for any costs incurred by any Proposer in responding to this RFP. The review or selection of a Proposal will create no legal submission or equitable rights in favor of a Proposer, including, without limitation, rights of enforcement or reimbursement.

Failure by the LSDMA to select a Proposer, or to enter into a Contract with a Proposer once selected as a result of this RFP, will not create any liability on the part of the LSDMA or any of its members, officers, employees, agents, consultants, or other Proposers. Submission of a Proposal by a Proposer shall constitute a waiver by such Proposer of any claim or cause of action against any of the forenamed for any costs incurred or for any matters arising in connection with the LSDMA's review of the Proposal.

IV. IMPORTANT DATES

RFP Release Date: Monday, December 11, 2017

Pre-bid Conference: Monday, December 18, 2017, 10:00AM

Proposals Due: Wednesday, January 17, 2018, no later than 5:00PM

Proposer Selected: Wednesday, February 21, 2018

Contract Negotiations: February - March, 2018

Contract Start Date: Sunday, April 1, 2018

V. MINIMUM QUALIFICATIONS

Proposers must meet the following minimum qualifications in order to submit a proposal:

- A. Proposers will provide evidence of VENDEX approval with their submission or evidence that they have submitted necessary VENDEX paperwork to the City of New York. VENDEX approval is required prior to awarding the Contract. Proposers must be

in good standing and current in all their obligations to or with the City of New York and may not have been barred from or suspended from entering into Contracts with the City of New York during the past five (5) years.

- B. Proposers must have not less than five (5) years' experience in the provision of public safety and security services within the greater NY Metropolitan area and must have a proven track record of providing public safety and security services.
- C. Proposers must possess all permits and licenses required by federal, state and city laws or regulations and must comply with all federal, state and city laws.

VI. PROPOSAL REQUIREMENTS

Proposers submitting Proposals to the LSDMA are requested to be creative in submitting Proposals that will reflect the unique character of the Lincoln Square area and shall be submitted in the following format. Any proposal not in the format defined in this section of the RFP will be considered non-responsive and may not be accepted. Hard copy submissions may be mailed; however, electronic submissions are required in the order and form defined below:

- A. Discuss your firm's overall history, management approach and style, and unique skills that would allow it to succeed with this district. Define your goals and objectives as they relate to our organization.
- B. Describe the structure of your district/regional management and how they will interact with the on-site management; include names and contact information of those individuals who would be responsible for the oversight of the Contract and identify your firm's primary point of contact, a phone and fax number and e-mail address where they may be reached, and the address (both mail and email) to which correspondence should be sent.
- C. Provide a list of similar organizations and/or facilities of comparable size to which your firm is currently under contract for the provision of public safety and security services. This list should include no less than three (3) references, including contact names, email addresses, and phone numbers, all of whom have been clients for at least one (1) year. The list may be used by the LSDMA to conduct unannounced site visits.
- D. Proposers must attach a fully completed Billing Rate Schedule (Appendix A) showing monthly and annualized cost for all items listed. Wages for officers assigned to the LSDMA will range from \$13 per hour to \$18 per hour, based on the mandated minimum wage, merit and length of service. Based on the attached Billing Rate Schedule (Appendix A), the Proposer shall submit bill rates at \$0.25 increments between \$13.00 and \$25.00, i.e. \$13.00, \$13.25, \$13.50, \$13.75, up to and including \$25.00. In addition, the LSDMA at its discretion may decide to implement longevity or other wage increases for officers assigned to the Contract. Please make sure to include information for all requested wage rates. See also Section IX regarding pricing.

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- E. Please indicate in your submission what outside factors, if any, determine your pay rates. (i.e.: length of employment, collective bargaining agreements, etc.) The Proposer's completed Billing Rate Schedule (Appendix A) should clearly define the breakdown of the Proposer's benefits package, including vacation, sick time and any health benefits provided to officers. All officers assigned to the LSDMA Contract must receive health benefits in accordance with the Affordable Health Care Act, as well as paid time off and paid family leave in accordance with federal, state and city laws. Please include details on benefits your company provides, including union benefits if applicable. Proposers should clearly define how their health insurance benefit package is administered and must include in their Proposal the cost of health insurance to officers, health insurance costs incurred by the Contractor, as well as any potential health insurance costs to be directly billed to the LSDMA. The Bill Rate should only include the cost of health insurance if the Contractor provides and pays for health insurance for its officers.
- F. Proposers should highlight their company's planned integration of software and hardware technologies that will enhance the job performance of the LSDMA public safety officers, including the reporting of conditions and invoicing. The Proposal should demonstrate a thorough knowledge of the technological advances and strategies that are consistent with the kinds of services and reporting that business improvement districts provide.
- G. Proposers must outline in detail their recruitment and screening methods, and must submit a list of the steps new hires go through from the point they request an application for employment until they have completed sufficient training to handle the position for which they were hired. Include any forms used and a summary of typical training procedures. Please also include successful procedures for backfilling positions which become vacant.
- H. Proposers should detail any expertise the Proposer may have regarding homeless outreach and engagement.

VII. SCOPE OF WORK: GENERAL TERMS & CONDITIONS

The LSDMA is seeking a company to provide an unarmed public safety team, which serves a dual role as public safety officers addressing quality of life issues and as ambassadors assisting the public. The unarmed public safety officers shall act as a deterrent to crime and shall work cooperatively with the New York City Police Department and the public safety personnel of the corporate, retail, hotel and not-for-profit institutions in the area. The public safety officers shall fulfill an ambassador function and provide assistance and information to the thousands of visitors, tourists and others, who live, work in and visit Lincoln Square. In accordance with standard operating procedures, the public safety officers will report emergency incidents to 911 and will also notify the City's non-emergency 311 number for quality of life issues that do not require immediate response from first responders, including individuals who appear to be homeless. Officers will also work closely with the LSDMA's Clean Team and administrative staff on conditions for which the LSDMA is responsible.

A. General Coverage Requirements

1. Public safety officers will be assigned to roving foot patrols with specified zones and duties throughout the LSDMA. The LSDMA's current public safety program utilizes a number of eight hour shifts to cover the entire district. The LSDMA anticipates providing approximately 401 hours per week, including supervisory coverage. See Appendix B for a current schedule.
2. The Contractor shall provide coverage 7 days per week, 365 days a year from mid to late morning until very late in the evening. The Contractor should be creative in suggesting the scheduling (including overlapping shifts) and deployment of the public safety officers and their patrol routes around the LSDMA. The LSDMA expects to vary hours of coverage depending on the level of pedestrian activity and other needs of the LSDMA.
3. Shifts may be adjusted at any time to meet the needs of the district. The LSDMA may also request that the Contractor undertake pilot programs or participate in City initiatives that would enhance the LSDMA's public safety program including, but not limited to, homeless outreach.
4. The Contractor shall take necessary measures to maintain communication with the officers at all times in order to insure officers are on post and following orders.
5. The Contractor is responsible for ensuring that the agreed upon number of officers shall be present at each shift. The Contractor agrees to provide immediate replacement for any officer who is sick or fails to report to work. The Contractor is responsible for any overtime costs that may be incurred as a result of the Contractor's responsibility to maintain a full complement of officers. The Contractor shall notify the LSDMA in writing when there is a planned or unplanned officer absence, and the solution for coverage. The Contractor shall replace missing or absent staff within 2 hours and shall have extra uniform parts and officers trained in the LSDMA's policies and procedures to fill in.
6. The Contractor and its employees shall provide a 24-hour dispatch number that can be utilized by the LSDMA, its staff and the public safety site supervisor to reach the Contractor in emergency situations.

B. Location and Description of Area

The Map (see Appendix B) attached to the back of this RFP outlines the LSDMA area of coverage.

C. Services:

1. The Contractor shall be fully capable and experienced in the business of furnishing uniformed, unarmed officers to provide public safety and security services during the period outlined in this Contract and must provide adequate and constant supervision over its employees.

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2. The Contractor shall be fully licensed under New York State Law and must submit updated copies of such license(s) to the LSDMA. The Contractor shall adhere to all of the applicable requirements of the New York State Security Guard Act and any regulations promulgated thereafter.
3. The Contractor shall pay all salaries, taxes, fringe benefits, etc., including cost and maintenance of equipment, cost and maintenance of uniforms, name tags, identification cards, etc. The Contractor shall be responsible for labor coverage during vacations and holidays.
4. The Contractor will provide General Post orders for the public safety officers approved by the LSDMA. The LSDMA will draft specific officer orders and guidelines for posts, including, if appropriate, fixed posts or designated locations for patrol.
5. The Contractor will provide an account manager who will meet on a weekly basis with the LSDMA's President, Executive Vice President, Manager of Field Operations, and other involved parties (i.e.: LSDMA Board Members, NYPD, and merchants) to provide specific information on incidents, etc. The account manager will be expected to walk the District with the LSDMA's President, Executive Vice President, or Manager of Field Operations at least once a month, or more depending on area conditions, to observe the public safety officers in the field and to develop an understanding of the unique environment of the District.
6. The Contractor will provide a roving Field Supervisor to conduct weekly, unscheduled inspections of the public safety officers assigned to the LSDMA on all shifts especially late into the evenings 7 days per week. The Field Supervisor will provide the LSDMA with a weekly report indicating the time the Field Supervisor entered the District, officers observed and any violations observed. Detailed reports shall include incidents and conditions, officer activity, and reference any problems that have occurred in the prior week.
7. The Contractor shall insure that no employee assigned to the LSDMA will carry a weapon as defined in the New York State Penal Law, Section 265.00.
8. The Contractor must conduct a criminal background check that must include the officer's county of residence, whether the officer resides in New York, New Jersey or Connecticut. Photographs and fingerprints should be on file with the appropriate state agency.
9. The Contractor will provide an on-site, full-time working Supervisor whose duties, in addition to patrol, will include arranging officer assignments, conducting unscheduled inspections, and preparing weekly written reports. Supervisors will have training, leadership and management skills, and background experience in public safety or law enforcement. Supervisors must be able to respond immediately and effectively in emergency situations. Supervisors are responsible for the overall appearance and demeanor of the public safety officers. The LSDMA must be able to communicate with a designated Supervisor at all times, without delay.

10. Training provided by the Contractor for public safety officers prior to their assignment to the LSDMA must include report writing, handling emergency procedures, fire safety, understanding of relevant laws, and also interacting with disenfranchised individuals and vendors that are operating illegally. Training required to comply with licensing requirements is the responsibility of the Contractor. Site-specific training will be performed by the Contractor and supplemented by the LSDMA on an as needed basis.

D. Personnel

The Contractor shall make best efforts to offer employment to those officers who are employed under the current contract unless the LSDMA determines that it prefers not to continue utilizing any officers. The Contractor, in consultation with LSDMA, will create a schedule based on a 40 hour work week for each officer; the Contractor will be responsible for any overtime in excess of 40 hours per week, other than overtime specifically requested by LSDMA. In addition, any officers assigned to the LSDMA will meet the following minimum requirements:

1. Only New York State certified, carefully screened, trained and qualified employees of exemplary character will be assigned to the LSDMA, and will have completed all state-mandated training requirements. The Contractor shall be responsible for recruiting and pre-screening all candidates for possible assignment to the LSDMA; however, The LSDMA's President, Executive Vice President, Manager of Field Operations or a designated representative, may interview and/or reject any personnel offered at any time.
2. All public safety officers assigned to the LSDMA must have a minimum of 12 months prior public safety experience, and have worked for the Contractor for at least six months (preferably more).
3. Public safety officers must be over 18 years of age with a high school or equivalency diploma. Public safety officers must also be able to express themselves both verbally and in writing in a professional manner, and must speak and write English fluently.
4. All public safety officers will be subject to pre-employment drug screening, which is conducted by the Contractor at its expense. Based on reasonable suspicion, the LSDMA may request the Contractor to undertake follow-up drug screening as may be required.
5. The public safety officers must be in good health, without physical or mental disabilities that would interfere with the performance of duties and emergency responses as outlined in this Proposal.
6. Public safety officers will adhere to the highest standards of personal hygiene and appearance; hair shall be neat and of conventional length. Public safety officers may not use personal items such as cell phones or music devices when on duty (cell phones may be used in emergency situations only). Non-standard headgear, clothing, decorations, or excessive jewelry, including earrings, will not be permitted.

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7. Public safety officers will be familiar with the LSDMA approved public safety procedures, including exact duties and responsibilities for each assigned post. Guidelines for new public safety officers should include site-specific training. The Contractor agrees to provide site-specific training in accordance with the New York State Security Guard Act and site-specific duties and responsibilities outlined by the LSDMA.
8. The public safety officers will be familiar with the various subway lines, major businesses, institutions, tourist destinations and current events in the neighborhood; they will be able to provide clear directions.
9. The public safety officers may be required to interact with Police and City and elected officials, community leaders and the LSDMA staff on a daily basis. S/he will have a broad understanding of the New York State Penal Law, as well as rules and regulations concerning street vendors, homeless individuals, street obstructions and traffic conditions and how they apply to the District.

E. Equipment & Uniforms

1. The Contractor will provide each public safety officer with a working two-way digital radio with a handheld microphone. It is the responsibility of the Contractor to insure an adequate number of radios and back-up batteries are available at all times. The Contractor will also provide five additional radios for LSDMA staff and sanitation supervisor.
2. The Contractor is responsible for providing 10 or more (depending on the number of officers) smart phones with data plans for the public safety officers. All equipment must be maintained in good working order by the Contractor and its employees and replaced immediately if the equipment is lost or becomes inoperable.
3. All public safety officers shall be attired in a complete uniform provided by the Contractor according to specifications provided by the LSDMA. At a minimum, the Contractor has to provide and maintain at its own expense the following for each officer: 3 pairs of trousers, 5 shirts, spring/fall jacket, commando sweater, winter parka, gloves and neck gaiters, one winter and one all season hat, including cap device approved by the LSDMA, raincoat, flashlight and whatever other uniforms items are necessary to maintain a professional image. The Contractor is responsible for insuring that uniforms and accessories are cleaned and maintained in an acceptable condition, and that all public safety officers, including new hires, are outfitted with all necessary uniforms and accessories expeditiously. These uniforms must display the LSDMA logo with a color and seasonal designs approved by the LSDMA. The uniform will include highly polished black shoes, which are not the responsibility of the LSDMA.
4. The Contractor shall provide each officer with a pouch bearing the logo of the LSDMA to enable the officers to carry a log book and other material as necessary. The daily log books will be supplied by the Contractor and must be approved by the LSDMA.

VIII. TERM

The period of service shall be from April 1, 2018 to March 31, 2021.

IX. FIRM PRICE AND TAXES

- A. Unless specifically provided elsewhere in the Contract, the price agreed upon by the Contractor and the LSDMA for the stated services shall be the confirmed price delivered in writing and will not be subject to change.
- B. The price shall include all sales, franchise, or other taxes with regard to the work, which shall be paid by the Contractor. The Contractor assumes exclusive liability for and shall pay all contributions or taxes imposed or required by the unemployment insurance laws of New York, the Federal Social Security Act, or any other act, now or hereafter in effect, upon or in respect to wages, salaries, or other compensation paid to employees engaged upon or in connection with the work to be performed.
- C. If during the course of the Contract, the LSDMA Board of Directors decides to implement wage increases for public safety officers assigned to the Contract, only those line items in the bill rate schedule that increase as a direct result of the new wage may be increased. This would include items such as FICA, SUI, and Workers' Comp, etc. Line items that cannot be increased would include equipment, uniforms, recruiting, profit, etc.

X. ASSIGNMENT

- A. The Contractor shall not assign, transfer, convey, or otherwise dispose of the Contract or any part thereof; or of its interest therein or assign, by power of attorney or otherwise, any of the monies due or to become due under the Contract without the express written consent of the President of the LSDMA.
- B. The LSDMA may assign its rights under the Contract to the City of New York.

XI. SUBCONTRACTING

The Contractor shall not subcontract all or any portion of the performance to be rendered under the Contract without the express prior written approval of the LSDMA. The Contractor shall not be relieved of any obligations hereunder by reason of any such approved subcontracting.

XII. INDEMNIFICATION

The Contractor agrees to indemnify and hold the City of New York, the New York City Department of Small Business Services, the LSDMA and the agents, officers, employees and volunteers of these entities harmless from any and all claims, damage, loss, judgments, or liabilities, including costs and expenses, legal or otherwise, to which they may be subject as a result of any act or omission of the Contractor, its agents, employees, contractors, subcontractors, or permittees in connection with the Contract. The Contractor shall be solely responsible for the safety and protection of all its employees and shall assume all liability for injuries, including death that may occur to said

employees due to the negligence, fault, or default of the Contractor. The Contractor shall also require such indemnification from its contractors, subcontractors and permittees.

XIII. INSURANCE

The Contractor agrees to carry all necessary insurance, including general liability and special public liability insurance to include coverage for false arrest, libel, slander, civil rights violations and other defamation and invasion of privacy. The Contractor must provide the LSDMA with written evidence of said insurance that complies with the following:

- A. Throughout the term of the Contract, the Contractor shall maintain and shall cause all its subcontractors and permittees to maintain in effect Broad Form Comprehensive General Liability Insurance in amounts not less than \$5,000,000 for each occurrence involving injury and/or property damage. The Contractor shall maintain and shall cause all its subcontractors and permittees to maintain in effect Business Automobile Liability Insurance covering all owned, non-owned and hired vehicles in amounts not less than \$5,000,000 for each occurrence involving injury and/or property damage. The LSDMA, the City of New York, the New York City Department of Small Business Services as well as any other entities requested by the LSDMA including those that provide field locations for the public safety program shall be named as additional insureds on all such policies, and the Contractor shall be named as an additional insured on such policies obtained by its subcontractors and permittees.
- B. During the performance of the work covered by the Contract, the Contractor shall maintain and shall require any subcontractors to maintain Workmen's Compensation with employer's liability limits of \$500,000 per accident, covering all aspects of its performance under the Contract.
- C. All insurance policies entered into by the Contractor in relation to the Contract shall provide that any change in or cancellation of any such policies shall not be valid until the LSDMA has had 30 days' written notice of such change or cancellation.
- D. The Contractor shall procure and deliver to the LSDMA, the City and the New York City Department of Small Business Services certificates of insurance executed by the insurance companies providing such insurance.
- E. If the Commissioner of the New York City Department of Small Business Services reasonably determines that additional insurance is properly required; the Contractor shall obtain such additional insurance as is requested.

XIV. TERMINATION AND CANCELLATION

- A. The Contract is subject to cancellation by either party for cause (i.e. material failure to perform) upon 20 days' written notice, and the LSDMA may cancel without cause with 30 days' written notice.
- B. In the event of such cancellation, payment to the Contractor shall be adjusted on a pro rata basis or refunded to the LSDMA on a pro rata basis, as applicable.

XV. WARRANTIES AND COVENANTS

- A. The Contractor warrants that services of any nature furnished hereunder shall be rendered competently by qualified personnel in accordance with the best accepted practice.
- B. The Contractor further warrants that such services shall comply with all requirements of federal, state and local laws and regulations, including, without limitation, the Occupational Safety and Health Act of 1970.
- C. The Contractor agrees to use its best efforts to provide the services herein described with employees hired from the local community, including, without limitation, employees residing within the district. In addition, the Contractor agrees to provide only officers who are legally authorized to work inside the United States.

XVI. PERMITS

- A. The Contractor shall be responsible for obtaining any and all permits required for its performance pursuant to the agreement to be entered into, whether mandated by federal, state or local law or regulation, and whether in effect at the time of this RFP or thereafter enacted.
- B. The LSDMA shall be provided with a copy of any aforementioned permits prior to commencing work under the Contract.

XVII. PAYMENT SCHEDULE

- A. Payments shall be made on a monthly basis, provided that detailed and complete invoices are submitted in a proper and timely manner. Payment will be made within 30 days after receipt of the complete invoice.
- B. The invoice shall include the full names of each person assigned to the Contract, their hourly wage, the total hours worked during the invoice period, the hourly billable rate for each officer and the total billable cost of each officer for the invoice period.

XVIII. BOOKS, RECORDS, AUDITS AND INSPECTIONS

- A. The Contractor shall keep accurate records and books in accordance with generally accepted accounting practices and any standards issued by the Comptroller of the City of New York.
- B. Such books and records shall include, but are not limited, to employees' time worked and payment received; accounts receivable and payable; purchase orders and sales receipts; and liabilities and payments rendered for the purposes of the Contract.
- C. All books and records of the Contractor related to this account shall be available upon 3 business days' notice for the purposes of auditing or inspection by the LSDMA and The City

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of New York's Department of Small Business Services (DSBS) for purposes of verifying compliance with the terms of the Contract and with applicable laws.

- D.** The LSDMA reserves the right to review all invoices prior to payment and to adjust them accordingly for any billing discrepancies found.
- E.** The Contractor shall provide the LSDMA with a bi-annual fiscal report indicating cash disbursements made by the Contractor relating to the operating expenses associated with the Contract.

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APPENDIX A - BILLING RATE SCHEDULE

CATEGORIES	BASE PAY RATE/HOUR*			
	\$13.00	\$15.00	\$17.50	\$25.00
Vacation, Sick Pay, Holidays Not Worked, Bereavement Pay, Rewards & Other Paid Days				
Training				
Taxable Subtotal				
FICA (7.65%)				
State Unemployment Insurance**				
Federal Unemployment Insurance**				
Workers' Compensation**				
Disability Insurance**				
Fidelity Bond				
Non-Contributory Hospital (Health Insurance), Medical, Life Insurance				
Uniforms, Maintenance & Replacement, Equipment				
Two-way portable radios/ Communication system				
Recruiting, Criminal Records Checks, Psychological Testing, Background Investigation, Drug Test, Other Hiring Costs				
Profit				
TOTAL STRAIGHT -TIME BILLING RATE				
TOTAL OT BILLING RATE				

* Please include wage rates in \$0.25 increments from \$13.00 to \$25.00 (i.e. \$13.00., \$13.25, \$13.50, \$13.75, \$14.00, \$14.25, \$14.50, \$14.75, \$15.00, \$15.25, \$15.50, \$15.75, \$16.00, \$16.25, \$16.50, \$16.75, \$17.00, \$17.25, \$17.50, \$17.75, \$18.00, \$18.25, \$18.50, \$18.75, \$19.00, \$19.25, \$19.50, \$19.75, \$20.00, \$20.25, \$20.50, \$20.75, \$21.00, \$21.25, \$21.50, \$21.75, \$22.00, \$22.25, \$22.50, \$22.75, \$23.00, \$23.25, \$23.50, \$23.75, \$24.00, \$24.25, \$24.50, \$24.75, \$25.00

** Insert Percentage as well

APPENDIX B – CURRENT OFFICER SCHEDULE (Subject to Change)

Monday – 6 per day

9x5 1 Supervisor
12x8 2 Officers
4x12 1 Supervisor, 2 Officers

Tuesday – 6 per day

9x5 1 Supervisor
12x8 2 Officers
4x12 1 Supervisor, 2 Officers

Wednesday – 7 per day

9x5 1 Supervisor
12x8 2 Officers
4x12 1 Supervisor, 3 Officers

Thursday – 7 per day

9x5 1 Supervisor
12x8 2 Officers
4x12 1 Supervisor, 3 Officers

Friday – 8 per day

9x5 1 Supervisor
12x8 3 Officers
4x12 1 Supervisor, 3 Officers

Saturday – 8 per day

9x5 1 Supervisor
12x8 3 Officers
4x12 1 Supervisor, 3 Officers

Sunday – 8 per day

10x7 1 Supervisor
12x8 3 Officers
4x12 1 Supervisor, 3 Officers

APPENDIX C – DISTRICT MAP

