



# CENTURY PROTECTIVE SERVICES INC.

*Partners in Security*

March 12 2020

Mr. Erik J. Larson  
Purchasing Department  
City of Stamford  
Office of Administration  
888 Washington Boulevard  
Stamford, Connecticut 06901-2125

**RE: Security Services for the Stamford Government Center- RFP #793**

Dear Mr. Larson,

We appreciate the opportunity to present this proposal for security services to the Stamford Government Center. Everyone at Century Protective Services, Inc. is committed to providing the City of Stamford with a custom tailored service program, which is described in detail in this proposal. These services are supported and administered through quality personnel, unparalleled training disciplines and direct management access and oversight. We invite you to visit our website @ [www.centuryprotective.com](http://www.centuryprotective.com) to view the full scope of our organization and services and truly understand why we should be your "partners in security".

CPS, Inc. prides itself upon our reputation in the industry. In addition to client specific customized service; we have factored key elements into our service philosophy profile. We also establish clear goals and objectives that will exceed the expectations of the City of Stamford. This philosophy is unique in the industry and clearly differentiates us from our competitors.

- State of the art In-House Training Facility We provide a continual education platform whereby all CPS personnel are provided with all mandated pre assignment, post assignment, client specific, CPR/AED training and a full scope of specific security and investigative disciplines. The learning center also provides open enrollment for training any individual, group or proprietary staff.
- Employee Retention is a critical dynamic in the success of a security program. We offer highly competitive compensation packages that are commensurate with our employee's skills, experience and career path goals. We also offer benefits and incentives programs. We invest in our personnel to ensure that the return on investment (ROI) is prominent to our clients.
- Magnitude of cost is usually an important factor in determining the scope and affordability of any service based product. CPS, in cooperation with the City of Stamford, will clearly identify all personnel qualifications and requirements in relation to specific Stamford Government Center security responsibilities and job functions. The significance of this process reveals itself in the administering of value-based services. CPS makes certain this program is successful by maintaining highly competitive profit margins and mark ups thereby directing the majority of billable cost to the City of Stamford to benefit the assigned employees.



## CENTURY PROTECTIVE SERVICES INC.

*Partners in Security*

- **Background Investigations:** Human resources and management level evaluations are performed for each CPS employee prior to hiring and periodically thereafter. The CPS interview process is comprehensive and can include candidate pre-assignment interviews by the City of Stamford upon request.
- **Experienced Account Management:** In addition to a Dedicated Account Manager, the City of Stamford, shall be afforded direct access to a member of CPS management. CPS commits to service through direct communication and responsiveness with the City of Stamford.
- **Contingency Planning** is an important element in security and risk management. The CPS consulting division will review the Stamford Government Center's security plan and structure and prepare an emergency action plan in response to employee deficiencies, disaster recovery, crime and acts of aggression. We also offer the City of Stamford quality improvement initiatives and recommendations at no additional cost.

**Customer service is our number priority. CPS is confident that we can dramatically enrich the security program at the Stamford Government Center and are 100% committed to accomplishing this task. We are available to discuss any aspect of our proposal with you so that you can make a well-informed decision. Thank you in advance for your consideration and we at CPS, Inc. look forward to hearing from you soon.**

Very truly yours,



**Nelson V. Soracco**  
**President & CEO**

**MAYOR  
DAVID R. MARTIN**



**PURCHASING MANAGER  
ERIK J. LARSON**  
  
Phone: (203) 977-4107  
Email: elarson@stamfordct.gov

**CITY OF STAMFORD  
OFFICE OF ADMINISTRATION  
888 WASHINGTON BOULEVARD  
P.O. BOX 10152  
STAMFORD, CONNECTICUT 06904-2152**

**REQUEST FOR PROPOSALS No. 793**

**Security Services for the Stamford Government Center**

Date Issued	February 6, 2020	
Proposals Due	March 12, 2020 @ 4:00 P.M.	
Submit To	City of Stamford Purchasing Department 888 Washington Boulevard Stamford, CT 06904-2152	
Attention	Erik J. Larson Purchasing Agent	
Pre-Proposal Meeting	February 18, 2020 at 9:00 AM. Meet in the main lobby of the Government Center, located at 888 Washington Boulevard, Stamford, CT 06901	
Mandatory	Yes	
Number of Copies Required		
# Original	1	
# Copies	8	
# USB	2	
Name saved file as	<i>Proposer Name</i> Response to Stamford RFP No. XXX	

MAYOR  
DAVID R. MARTIN



PURCHASING MANAGER  
ERIK J. LARSON  
Phone: (203) 977-4107  
Email: elarson@stamfordct.gov

**CITY OF STAMFORD**  
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STAMFORD, CONNECTICUT 06904-2152  
(Rev. 9-1-17)

**Notification to Bidders**

The contract awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes.

The City of Stamford aggressively solicits the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials. "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: (1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n. "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans; (2) Hispanic Americans; (3) persons who have origins in the Iberian Peninsula; (4) Women; (5) Asian Pacific Americans and Pacific Islanders; and (6) American Indians. An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The City will consider the following factors when reviewing the Bidder's/Proposer's qualifications:

- (a) success in implementing an affirmative action plan;
- (b) where applicable, success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) a promise to develop and implement a successful affirmative action plan;
- (d) submission of employment statistics contained in the Connecticut Commission on Human Rights and Opportunities ("CCHRO") "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) a promise to set aside a portion of the contract for legitimate minority business enterprises.

**2. Non-Discrimination**

- (a) The contractor agrees and warrants that in the performance of the contract, it will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. If the contract is for a public works project, the contractor agrees and warrants that it will make good faith

efforts to employ minority business enterprises as subcontractors and supplies of materials on such project. The contractor further agrees to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved;

(b) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "Affirmative Action-Equal Opportunity Employer" in accordance with regulations adopted by the CCHRO;

(c) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a copy of these provisions, advising the labor union or worker's representative of the contractor's commitments under these provisions and to post copies of the notice in conspicuous places available to employees and applicants for employment;

(d) the contractor agrees to comply with each provision of this section and Conn. Gen. Stat. Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive, and with each regulation or relevant order issued by said CCHRO;

(e) the contractor agrees to provide the City with such information requested by the City, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor.

### 3. Subcontractors

The contractor shall include the provisions of subsection (2) in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the City and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the CCHRO. The contractor shall take such action with respect to any such subcontract or purchase order as the City may direct as a means of enforcing such provisions.

The contractor agrees to comply with the CCHRO's requirements as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

### GIFTS:

During the term of this contract, including any extensions, the Contractor shall refrain from making gifts of money, goods, real or personal property or services to any appointed or elected official or employee of the City of Stamford or the Stamford Board of Education or any appointed or elected official or employee of their Boards, Commissions, Departments, Agencies or Authorities. All references to the Contractor shall include its officers, directors, employees, and owners of more than 5% equity in the contractor. Violation of this provision shall constitute a material breach of this Agreement, for which this Agreement may be summarily terminated.

**PLEASE NOTE: THIS AGREEMENT IS PROVIDED AS AN EXAMPLE ONLY. THE ACTUAL CONTRACT SUBMITTED FOR YOUR FIRM'S SIGNATURE WILL VARY BASED UPON THE PARTICULARS OF THE SPECIFIC RFP/RFQ PACKAGE.**

## AGREEMENT

**THIS AGREEMENT** dated the            day of            , 2014, by and between the **CITY OF STAMFORD**, a municipal corporation in the State of Connecticut, hereinafter referred to as the “City”, 888 Washington Boulevard, Stamford, Connecticut 06904, acting herein by David R. Martin, its Mayor, hereunto duly authorized, and

hereinafter referred to as the "Contractor", acting herein by \_\_\_\_\_, \_\_\_\_\_, duly authorized.

**WITNESSETH**

**WHEREAS**, the City of Stamford solicited Request for Proposals # \_\_\_\_\_ for \_\_\_\_\_  
\_\_\_\_\_ ; and,

**WHEREAS**, the Contractor has responded to the City by submitting a Response to the Request for Proposal; and,

**WHEREAS**, the City has accepted the Contractor's Proposal for said work, pursuant to the terms hereinafter set forth.

**NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**1. SCOPE OF SERVICES.** The scope of services shall consist of those duties, functions, obligations, responsibilities, and tasks set forth in: (a) the City's Request for Proposal # \_\_\_\_\_, attached hereto as Exhibit A and made a part hereof; and (b) the Contractor's Proposal, Exhibit B attached hereto and incorporated herein.

**2. COMPENSATION.** The City shall pay as compensation to the Contractor a fee of

**3. TIME OF COMMENCEMENT AND COMPLETION OF WORK.** The Contractor shall commence the work hereunder upon the execution of this Agreement by both parties and shall substantially complete said work by . It is agreed and understood that time is of the essence and that Contractor's failure to substantially complete the work within the period allowed shall constitute a breach of this Agreement. Contractor's sole remedy for delays shall be an extension of time to complete the work and Contractor hereby waives any claims for consequential damages, including, but not limited to, principal office expense, loss of financing, reputation and/or lost profit.

**4. REVIEW OF WORK.** The Contractor will permit the City, its officers, agents, and employees, to review, at any time, all work performed under the terms of this Agreement at any stage of the work.

**5. INDEMNIFICATION.** The Contractor shall indemnify and hold harmless The City, its officers, agents and employees, from loss, cost, damage, injury, liability, and claim for injury to or death of a person, including employees of The Contractor or loss of or damage to property, resulting directly or indirectly from The Contractor's negligent performance pursuant to this Agreement, or by any omission to perform some duty imposed by law or this Agreement upon

The Contractor, its officers, agents and employees. The foregoing indemnity shall include reasonable attorneys' fees and costs of suit, if applicable, and shall not be limited by reason of any insurance coverage required pursuant to this Agreement;

**6. ASSIGNMENT.** The Contractor shall not assign or transfer any portion of the work set forth herein without the prior written approval of the City.

**7. BOOKS AND RECORDS.** The Contractor shall maintain or cause to be maintained all records, books, or other documents relative to charges, costs, expenses, fees, alleged breaches of Agreement, settlement of claims, or any other matter pertaining to the Contractor's demand for compensation by the City for a period of not less than three (3) years from the date of the final payment for work performed under this Agreement.

**8. INSURANCE.** The Contractor shall provide and pay for such insurance as is set forth in Exhibit A – Insurance Requirements of the City of Stamford, attached hereto as Exhibit A and made a part hereof.

**9. REPRESENTATIONS.** The Contractor represents that it is an expert in relation to the work to be performed under this Agreement. The Contractor further represents that it has the requisite skill, expertise, and knowledge necessary to perform the scope of services required under the terms of this Agreement, including any supplementary work and the City relies upon said representation in executing this Agreement.

**10. INTERPRETATION.** The parties agree that in the event of any ambiguity between the terms of this Agreement, the City's Request for Proposal (Exhibit A), and the Contractor's Proposal (Exhibit B), the City in its sole discretion shall determine the terms and/or the documents which shall prevail and take precedence.

**11. NON-APPROPRIATION.** Contractor acknowledges that the City is a municipal corporation and that the City's obligation to make payments under this Agreement is contingent upon the appropriation by the City's Board of Representatives of funds sufficient for such purposes, for each budget year in which this Agreement is in effect. If sufficient funds to provide for the payment(s) hereunder are not appropriated, the City may terminate this Agreement upon notice in writing to the Contractor.

**12. SUBCONTRACTING.** Aside from those subcontractors disclosed in The Contractor's Proposal, attached hereto as Exhibit B, if any, the Contractor is prohibited from further subcontracting the work of this Agreement or any part of it unless The City first approves such subcontracting in writing and approves, in writing, of the specific subcontractor(s) The Contractor proposes to be used. . The Contractor shall provide the City fully executed copies of the City of Stamford State of Connecticut Contractor Verification (in accordance with Public Act 16-67) Compliance Affidavit(s) for all proposed subcontractors. An agreement made in violation of this provision shall confer no rights on any party and shall be null and void. Should The City approve of a proposed subcontractor, The Contractor agrees to comply with The City's Code of Ordinances § 103.4;

**13. CONTRACT EXTRAS.** Pursuant to Section 23-18.4C of the Code, it is specifically understood and agreed by the Contractor that all contract extras regarding this contract shall be governed by the City Charter and/or the Code. The City shall not be liable for payment of any additional costs unless the provisions of the City Charter and/or the Code are fully complied with. The provisions of the City Code can be found at [www.municode.com](http://www.municode.com)

**14. COMPLIANCE WITH CITY CODE PROVISIONS.** The Contractor shall fully comply with the requirements of Sections 103-1 through 103-7 of the Code. Failure to so comply shall constitute a material breach of the terms of this Agreement, for which the City may unilaterally terminate the Agreement upon written notice to the Contractor. The provisions of the City Code can be found at [www.municode.com](http://www.municode.com)



## **15. TERMINATION.**

- A. **TERMINATION FOR CAUSE.** If, through any cause, The Contractor shall fail to fulfill, in a timely and proper manner, its obligations under this Agreement, or if The Contractor shall violate any laws or any of the covenants, agreements, or stipulations of this Agreement, The City shall thereupon have the right to terminate this Agreement for cause by giving written notice to The Contractor of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In that event, all finished or unfinished reports, documents, data, studies, photographs, or other material prepared by The Contractor pursuant to its performance under this Agreement shall, at the option of The City, become The City's property. The Contractor shall be entitled to receive just and equitable compensation for any satisfactory services completed up to the effective date of termination. The Contractor shall not be responsible for any claims resulting from The City's use of the documents on another project or changes made to the documents without The Contractor's express written permission;

The term "cause" includes, without limitation the following:

- 1) If The Contractor furnished any statement, representation, warranty or certification in connection with this Agreement, which is materially false, deceptive, incorrect, or incomplete;
- 2) If The Contractor fails to perform to The City's satisfaction any material requirement of this Agreement or is in violation of any specific provision thereof or any State or Federal law or requirement; or
- 3) If The City reasonably determines that satisfactory performance of this Agreement is substantially endangered or can reasonably anticipate such an occurrence or default.

Should The City terminate this Agreement for cause, The Contractor shall not be relieved of liability to The City for any damages sustained by The City by virtue of any breach of this Agreement by The Contractor and The City may withhold any payment to The Contractor for the purposes of setoff until such time as the exact amount of damages due The City from The Contractor is determined.

- B. **TERMINATION FOR CONVENIENCE.** The City may terminate this Agreement at any time The City determines that the purposes of the distribution of monies under the Agreement would no longer be served by the services provided. The City shall effect such termination by giving written notice of termination to The Contractor and specifying the effective date thereof, at least twenty (20) days before the effective date of such termination. In that event, all finished or unfinished documents and other materials as described Subsection A shall, at the option of The City, become property of The City. If the Agreement is terminated by The City as provided herein, The Contractor shall be paid an amount which bears the same ratio to the total compensation as the services actually and satisfactorily performed to the effective date of termination bear to the total services of The Contractor pursuant to the terms of the Agreement, less payments of compensation previously made, and subject to The City's right of set off for any damages pursuant to the terms of the Agreement;

## **16. DISPUTE RESOLUTION.**

- A. **EXECUTIVE MEETING.** The parties shall endeavor to resolve all claims, disputes, or other matters in controversy arising out of or related to this Agreement ("Claims")



through a meeting of the chief executives of each party, or their respective designees (“Executive Meeting”).

A request for an Executive Meeting shall be made by a party in writing and delivered to the other party. The request may be made concurrently with the filing of a non-binding mediation as set forth herein. The Executive Meeting shall be a condition precedent to mediation unless 30 days have passed after the Executive Meeting has been requested with no meeting having been held.

The Executive Meeting shall be held in the place where the Project is located, unless another location is mutually agreed upon.

- B. **MEDIATION.** Any Claim subject to, but not resolved by, an Executive Meeting shall be subject to mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its applicable rules and procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation.

The request may be made concurrently with the filing of arbitration but, in such event, mediation shall proceed in advance of arbitration, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

The parties shall share the mediator’s fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

- C. **ARBITRATION.** Any Claim subject to, but not resolved by, mediation shall, in the sole discretion of The City, be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its applicable rules and procedures in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.

The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law.

Any judgment will be entered or court action will be brought in a court of competent jurisdiction within the State of Connecticut.

- D. **PERFORMANCE DURING DISPUTE.** Unless otherwise directed by The City, The Contractor shall continue performance under this Agreement while matters in dispute are being resolved.

- E. **CLAIMS FOR DAMAGES.** Should either party to this Agreement suffer injury or damage to person or property because of any act or omission of the other party or of any of its employees, agents or others for whose acts it is legally liable, a claim for damages therefor shall be made in writing to such other party within a reasonable time after the first observance of such injury or damage.

**17. GOVERNING LAWS & VENUE.** This Agreement shall be governed by the laws of the State of Connecticut and the parties hereto hereby waive any choice of law provisions contained therein. Any action arising out of the duties and obligations of this Agreement shall be brought in either the Connecticut Superior Court in Stamford, Connecticut, or the Federal District Court in Bridgeport, Connecticut;

**18. GIFTS.** During the term of this Agreement, including any extensions, The Contractor shall refrain from making gifts of money, goods, real or personal property or services to any appointed or elected official or employee of The City or the Stamford Board of Education or any appointed or elected official or employee of their Boards, Commissions, Departments, Agencies or Authorities. All references to The Contractor shall include its members, officers, directors, employees, and owners of more than 5% equity in The Contractor. Violation of this provision shall constitute a material breach of this Agreement, for which this Agreement may be summarily terminated; and

**19. CODE OF ETHICS.** The Contractor shall comply with the Stamford Municipal Code of Ethics as codified in Chapter 19 of the City of Stamford Code of Ordinances and shall be considered an “employee”, as defined in that Chapter, strictly for the purpose of compliance thereto. The Contractor is prohibited from using its status as a contractor to The City to derive any interest(s) or benefit(s) from other individuals or organizations.

**20. RIGHT TO WORK.** The Contractor recognizes that this Agreement does not grant the Contractor the exclusive right to perform the work for the City and that the City may enter into similar agreements with other Contractors for the same work at the City’s sole discretion.

**21. SET-OFF OF PROPERTY TAXES OWED TO THE CITY.** Pursuant to the City of Stamford Code of Ordinances Section 23-18.4.1 and Section 12-146b of the Connecticut General Statutes, as amended, the Consultant/Contractor hereby acknowledges that the City shall have the right to set-off or withhold any payment, or portion thereof, due to the Consultant/Contractor pursuant to this Agreement if any taxes levied by the City against any property, both real and personal, owned by the Consultant/Contractor are delinquent and have been so delinquent for a period of not less than one year. Any amount withheld from the Consultant/Contractor pursuant to this section shall be applied to the Consultant’s/Contractor’s delinquent taxes, provided, however, that no such amount withheld shall exceed the amount of tax, plus penalty, lien fees and interest, outstanding at the time of withholding

Remainder of Page Intentionally Left Blank.

Signature Page Follows

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals the day and year first above written.

Signed, sealed and delivered in the presence of:


CITY OF STAMFORD



\_\_\_\_\_  
Witness  
Print:

By \_\_\_\_\_  
David R. Martin, Mayor

Date: \_\_\_\_\_

THE CONTRACTOR

  
\_\_\_\_\_  
Witness  
Print: Angelica Almeida.

By  \_\_\_\_\_  
Date: 

Approved as to Form:

Approved as to Insurance:

\_\_\_\_\_  
Chris Dellaselva  
Asst. Corp. Counsel  
Date: \_\_\_\_\_

\_\_\_\_\_  
David S. Villalva  
Risk Manager  
Date: \_\_\_\_\_

## **INTERNET USAGE ACKNOWLEDGEMENT**

**Caution:** The competitive bid/proposal process requires the City of Stamford provide all competitors with equal and timely access to information. To enhance our capabilities, the Purchasing Department is providing bid information over the Internet. You may use this application provided you agree with the following understandings:

1. The City cannot guarantee that the equipment involved in this technology will be available to provide information or receive transmittals. **IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOU HAVE CURRENT INFORMATION AND THAT QUOTATIONS ARE RECEIVED AT THE DESIGNATED LOCATION, COMPLETE AND ON TIME.**
2. The City is not responsible for the confidentiality of information transmitted over the Internet.
3. The City makes no guarantee as to the completeness or accuracy of downloaded "Request for Bid", "Request for Proposal" or "Request for Qualification."

## **RFQ/RFP SUBMISSION REQUIREMENTS**

The Purchasing Department requests that you identify clearly, with a tab or sticker, your fee proposal sheet(s), as well as your bid bond pages if applicable.

Bids/Proposals must be received in hard copy in the Purchasing Department by the due date and time in order to be considered. Please be advised that the Purchasing Department does not accept bids or proposals by email or fax. More Information: (203) 977-4108, (203) 977-4107 or (203) 977-4994.

The following documents should be returned with your RFQ/RFP:

- ☐ Contractor's Statement
- ☐ Non-Collusion Affidavit
- ☐ City of Stamford State of Connecticut Contractor Verification (in accordance with Public Act 16-67) Compliance Affidavit (**For all school projects**)
- ☐ A Certificate of Corporate Resolution signed by the Secretary of your firm, authorizing you to execute a contract.

Or

*N/A*

A Certification as to Contract Signatory for Limited Liability Companies (LLCs) signed by the Secretary of your firm, authorizing you to execute a contract.

- ☐ Proposer's Information and Acknowledgement Form
- ☐ Department of the Treasury Internal Revenue Service Form W-9
- ☐ Commission on Human Rights and Opportunities Contract Compliance Regulations Notification to Bidders Form [http://www.ct.gov/chro/lib/chro/Notification\\_to\\_Bidders.pdf](http://www.ct.gov/chro/lib/chro/Notification_to_Bidders.pdf)

*The Purchasing Agent reserves the express right, on behalf of the City of Stamford, to waive any/all technical defects, irregularities and omissions if the best interest of the City is served.*

**Contractor's Statement**

Pursuant to Section 103.1 of the Stamford Code of Ordinances, I hereby provide the following:

If a joint venture, trustee, partnership, limited liability company or partnership, the names and addresses of all joint ventures, beneficiaries, partners or members:

N/A

If a corporation, the names and addresses of all officers, and the names and addresses of all parties owning over 10% of its common stock or over 10% of its preferred stocks. If any of said stockholders is a holding corporation, the names and addresses of all persons owning a beneficial interest in over 10% of the common or preferred stock of said holding company.

N/A

The names and positions of all persons listed hereinabove who are elected or appointed officers or employees of the City of Stamford.

N/A

Name of Bidder/Proposer: Century Protective Services Inc.

Signature of Bidder/Proposer: 

Title: President and CEO

Company Name: Century Protective Services Inc.

Address: 150 Grand Street, White Plains, New York, 10601

Indicate if company submitting this proposal is: ☐ MBE ☐ WBE ☐ DBE

**Non-Collusion Affidavit**

The undersigned, having been duly sworn, affirms and says that to the best of his/her knowledge and belief:

1. The prices in this Proposal have been arrived at independently without collusion, consultation, communication, or agreement with any other Proposer or with any competitor for the purpose of restricting competition.
2. Unless otherwise required by law, the prices, which have been quoted in this Proposal, have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly, to any other Proposer or to any competitor.
3. No attempt has been made or will be made by the Proposer to induce any other person, partnership or corporation to submit or not to submit a Proposal for the purpose of restricting competition.

Name of Proposer: Century Protective Services inc.

By: \_\_\_\_\_

Print Name: Nelson V. Soracco

Title: President and CEO

**ACKNOWLEDGMENT**

STATE OF ~~NEW~~ New York

COUNTY OF Westchester ss. 150 Grand St White Plains, NY

Date: 3/11/20

Personally appeared Nelson V Soracco, as CEO  
of the above named firm, and attested that the foregoing statements are true and accurate to the best of his/her knowledge and belief.

Jenny Felipelli  
Signature of Notary Public

My Commission Expires: 2/3/24

EFFECTIVE: 2/24/09



City of Stamford  
State of Connecticut Contractor Verification (in accordance with Public Act 16-67)

Compliance Affidavit

I, the undersigned, personally and on behalf of Century Protective Services inc, having  
(Contractor)

been duly sworn, affirm and say that I have read, understand and am in compliance with Public Act 16-67 Concerning the Disclosure of Certain Education Personnel Records, Criminal Penalties for Threatening in Educational Settings and the Exclusion of a Minor's Name from Summary Process Complaints, and that neither I nor said Contractor, to the best of my knowledge, is in possession of any information indicating a finding of abuse or neglect or sexual misconduct, or otherwise have knowledge of such a condition(s) for any employees working on the project identified in RFQ/RFP or Bid S-\_\_\_\_\_. Further, if I or said Contractor  
(RFQ/RFP or Bid Number)

become aware of any information indicating such a finding, or otherwise gain knowledge of such a condition, I and/or said Contractor will immediately forward such information to the City of Stamford.

Contractor Name: Century Protective Services inc  
Street Address: 150 Grand Street  
City, State, Zip: White Plains, New York, 10601  
Title of person completing this form: Nelson V. Soracco  
Signature: \_\_\_\_\_  
Printed Name: Nelson V. Soracco  
Date: 3/11/2020

ACKNOWLEDGMENT

STATE OF New York  
COUNTY OF Westchester ss. 150 Grand St, white plains NY  
Date: 3/11/20

Personally appeared Nelson V Soracco, as CEO  
of the above named Contractor, and attested that the foregoing statements are true and accurate to the best of his/her knowledge and belief on behalf of himself and said Contractor.



Signature of Notary Public \_\_\_\_\_

My Commission Expires: 2/3/24



CERTIFICATE OF CORPORATE RESOLUTION  
RFQ/RFP

I, Nelson V. Soracco, SECRETARY OF Centurys Protective Service, Inc.

A CORPORATION EXISTING UNDER THE LAWS OF THE STATE OF New York, DO  
HEREBY CERTIFY THAT THE FOLLOWING IS A TRUE COPY OF CERTAIN RESOLUTIONS  
ADOPTED BY THE BOARD OF DIRECTORS OF SAID COMPANY, AT A MEETING THEREOF  
DULY CALLED AND HELD ON THE 11th DAY OF March, 2020.

“RESOLVED, THAT THE Nelson V. Soracco

OF THE CORPORATION BE AND IS HEREBY AUTHORIZED TO SIGN

A CONTRACT WITH THE CITY OF STAMFORD, CONNECTICUT FOR

Security Services for the Stamford Government Center, RFP/RFQ No. 793”.

I, FURTHER CERTIFY THAT, Nelson V. Soracco IS THE DULY  
ELECTED President + CEO OF Centurys Protective Service, Inc.

AND THE FOREGOING RESOLUTION HAS NOT BEEN MODIFIED OR REPEALED AND IS  
IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, I HAVE, HEREUNTO, SUBSCRIBED BY NAME AND AFFIXED

THE SEAL OF SAID CORPORATION THE 11 DAY OF MARCH, 2020.

\_\_\_\_\_  
SECRETARY

**PROPOSER'S INFORMATION AND ACKNOWLEDGEMENT FORM**

RFP No: 793

Date: 03/11/2020

Proposer's Name: Century Protective Services inc.

Street Address: 150 Grand Street

White plains New York 10601  
City State Zip

Business Telephone: 914-290-6170

Email: Nelson @ Century Protective .com

DUNS Number: 82-5177699 Tax Id. No.: 13-405-9267

Indicate (Yes/No) if company submitting this proposal is:

NO MBE NO WBE NO DBE  
(If yes, attach relevant certification)

Signature:  Date: 03/11/2020

Printed Name: Nelson V. Soracco

Title: President and CEO

Addenda Acknowledgement – check and note date of addendum

<input checked="" type="checkbox"/> Addenda No. 1 <u>03/10/2020</u>	<input type="checkbox"/> Addenda No. 2
<input type="checkbox"/> Addenda No. 3	<input type="checkbox"/> Addenda No. 4
<input type="checkbox"/> Addenda No. 5	<input type="checkbox"/> Addenda No. 6
<input type="checkbox"/> Addenda No. 7	<input type="checkbox"/> Addenda No. 8
<input type="checkbox"/> Addenda No. 9	<input type="checkbox"/> Addenda No. 10
<input type="checkbox"/> Addenda No. 11	<input type="checkbox"/> Addenda No. 12

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Century Protective Services, Inc</b>	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) <b>150 Grand Street, Suite 400</b>	Requester's name and address (optional)
	6 City, state, and ZIP code <b>White Plains, NY 10601</b>	
	7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-			-		
or								
Employer identification number								
1	3	-	4	0	5	9	2	6

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ 	Date ▶ <b>7/10/17</b>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1098-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES**  
**CONTRACT COMPLIANCE REGULATIONS**  
**NOTIFICATION TO BIDDERS**

(Revised 09/3/15)

The contract to be awarded is subject to contract compliance requirements mandated by [Sections 4a-60](#) and [4a-60a](#) of the Connecticut General Statutes; and, when the awarding agency is the State, [Sections 46a-71\(d\)](#) and [46a-81i\(d\)](#) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at [Section 46a-68j-21 through 43](#) of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by [Sections 4a-60](#) and [46a-71\(d\)](#) of the Connecticut General Statutes.

According to [Section 46a-68j-30\(9\)](#) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in [Section 4a-60](#) of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of [Section 32-9n](#).” “Minority” groups are defined in [Section 32-9n](#) of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by [Section 4a-60g](#) of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of [Section 46a-68j-21\(11\)](#) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
- (b) the bidder’s success in developing an apprenticeship program complying with [Sections 46a-68-1 to 46a-68-17](#) of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. [See Section 46a-68j-30\(10\)\(E\)](#) of the Contract Compliance Regulations.

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**INSTRUCTIONS AND OTHER INFORMATION**

The following **BIDDER CONTRACT COMPLIANCE MONITORING REPORT** must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to [Sections 4a-60](#) and [4a-60a](#) CONN. GEN. STAT., and [Sections 46a-68j-23](#) of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder’s good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

**1) Definition of Small Contractor**

[Section 4a-60g](#) CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding fifteen million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision [4a-60g](#) CONN. GEN. STAT.

## 2) Description of Job Categories (as used in Part IV Bidder Employment Information) (Page 2)

**MANAGEMENT:** Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

**BUSINESS AND FINANCIAL OPERATIONS:** These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.

**MARKETING AND SALES:** Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers and sales representatives including wholesale.

**LEGAL OCCUPATIONS:** In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegals, legal assistants.

**COMPUTER SPECIALISTS:** Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists

**ARCHITECTURE AND ENGINEERING:** Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

**OFFICE AND ADMINISTRATIVE SUPPORT:** All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).

**BUILDING AND GROUNDS CLEANING AND MAINTENANCE:** This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

**CONSTRUCTION AND EXTRACTION:** This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category.

**INSTALLATION, MAINTENANCE AND REPAIR:** Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

**MATERIAL MOVING WORKERS:** The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

**PRODUCTION WORKERS:** The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic; and production workers.

## 3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information) (Page 3)

White (not of Hispanic Origin)-All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black (not of Hispanic Origin)-All persons having origins in any of the Black racial groups of Africa.

Hispanic- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

## BIDDER CONTRACT COMPLIANCE MONITORING REPORT

### PART 1 – Bidder Information

<p>Company Name: <u>Century Protective Services Inc</u>          Street Address: <u>150 Grand Street</u>          City &amp; State: <u>White Plains, New York</u>          Chief Executive:</p>	<p>Bidder Federal Employer Identification Number: <u>13-4059267</u>          Or          Social Security Number:</p>
<p>Major Business Activity: (brief description) <u>Security Services Provider</u></p>	<p>Bidder Identification (response optional/definitions on page 1)</p> <p>-Bidder is a small contractor? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>          -Bidder is a minority business enterprise? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>          (If yes, check ownership category)          Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian American <input type="checkbox"/>          American Indian/Alaskan Native <input type="checkbox"/> Iberian Peninsula <input type="checkbox"/>          Individual(s) with a Physical Disability <input type="checkbox"/> Female <input type="checkbox"/>          -Bidder is certified as above by State of CT? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Bidder Parent Company: (If any)</p>	
<p>Other Locations in CT: (If any)</p>	

### PART II - Bidder Nondiscrimination Policies and Procedures

<p>1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 &amp; 4a-60a Conn. Gen. Stat.? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>9. Does your company have a mandatory retirement age for all employees? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>6. Does your company have a collective bargaining agreement with workers? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>          6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes <input type="checkbox"/> No <input type="checkbox"/>          6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of CT? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>12. Does your company have a written affirmative action Plan? Yes <input type="checkbox"/> No <input type="checkbox"/>          If no, please explain.</p>
	<p>13. Is there a person in your company who is responsible for equal employment opportunity? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>          If yes, give name and phone number: <u>Kiersten Gennile</u> <u>HL 7143682466</u></p>

1. Will the work of this contract include subcontractors or suppliers? Yes ☐ No ☒

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? Yes ☐ No ☒

## PART IV - Bidder Employment Information

Date: 3/11/20

JOB CATEGORY *	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Management	3	2				1					
Business & Financial Ops	1						1				
Marketing & Sales	1						1				
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support	2		2								
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation , Maintenance & Repair											
Material Moving Workers	1	1									
Production Occupations Security Guards	356	80	3	197	29	38	9				
TOTALS ABOVE	365	83	5	197	29	39	11				
Total One Year Ago	364	83	5	197	29	39	10				
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices	2										
Trainees	3										

\*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)



**PART V - Bidder Hiring and Recruitment Practices**

(Page 5)

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification  (X)		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination
SOURCE	YES	NO	% of applicants provided by source			
State Employment Service	<input type="checkbox"/>	<input checked="" type="checkbox"/>		X	Work Experience	
Private Employment Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>		X	Ability to Speak or Write English	
Schools and Colleges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		X	Written Tests	
Newspaper Advertisement	<input checked="" type="checkbox"/>	<input type="checkbox"/>		X	High School Diploma	
Walk Ins	<input checked="" type="checkbox"/>	<input type="checkbox"/>		X	College Degree	
Present Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Union Membership	
Labor Organizations	<input type="checkbox"/>	<input type="checkbox"/>		X	Personal Recommendation	
Minority/Community Organizations	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Height or Weight	
Others (please identify)	<input type="checkbox"/>	<input type="checkbox"/>			Car Ownership	
	<input type="checkbox"/>	<input type="checkbox"/>			Arrest Record	
	<input type="checkbox"/>	<input type="checkbox"/>			Wage Garnishments	

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature) 	(Title) CEO	(Date signed) 3/11/20	(Telephone) 9142906170
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**CITY OF STAMFORD**  
**OFFICE OF ADMINISTRATION**  
888 WASHINGTON BOULEVARD  
P.O. BOX 10152  
STAMFORD, CONNECTICUT 06904-2152

**PURCHASING MANAGER**  
**ERIK J. LARSON**  
Phone: (203) 977-4107  
Email: [elarson@stamfordct.gov](mailto:elarson@stamfordct.gov)

**ADDENDUM NO. 1**  
**(March 10, 2020)**

**Request for Proposals No. 793**

**Security Services for the Stamford Government Center**

Addendum No. 1 is being issued to all potential bidders to provide the items and attachments set forth herein which shall act to qualify, clarify, or otherwise modify the Contract Documents previously issued regarding the above referenced project. These items, whether of omission, addition, substitution, or clarification, shall be incorporated into the proposals submitted by all bidders, and receipt of this document and its attachments must be acknowledged, either in the space provided on the Bid Form or on the Contractor's Form of Proposal. Failure to do so may subject the Bidder to disqualification.

The items and references:

Q: What are the current weekly contracted hours for security services?

Hours for the contract will be 24/7 365/days. Staffing is outlined in the RFP.

Q: What is the current schedule per position?

Monday through Friday

**First Shift**

Supervisor 7:00 AM to 3:00 PM

2 Guards 7:00 AM to 3:00 PM

Guard 8:00 AM to 4:00 PM

Guard 8:30 AM to 4:30 PM

**Second Shift**

3 Guards 3:00 PM to 11:00 PM

**Third Shift**

2 Guards 11:00 PM to 7:00 AM

Saturday and Sunday

**First Shift**

2 Guards 7:00 AM to 3:00 PM

**Second Shift**

2 Guards 3:00 PM to 11:00 PM

- Q: Do you require additional officers for special events? If so, how many?  
Yes it is necessary at times for additional officers to be on-site for special events but it varies depending on the event and circumstance.
- Q: To confirm – the City supplies the radios  
The City of Stamford Supplies all the radios
- Q: Is the security staff required to conduct tours of the building, garage and property?  
Yes it is the responsibility of the security staff to conduct security checks throughout all of the facility.
- Q: Does the security manager have access to a computer and printer?  
The security office is equipped with a computer and printer that is owned by the City.
- Q: Is there any equipment required in addition to uniforms?  
The only other equipment that is required is what is supplied either by the City or by the Proposer in order for them to fulfill their responsibilities as outlined.
- Q: Is this contract following the CT Standard Wage rate requirements for Security Officers?  
Yes
- Q: Do you have a visitor management system in place? If not, would you want us to include that within the proposal?  
There is already one in place for the Government Center
- Q: Is maintenance onsite 24hrs / day?  
They are onsite until 11:00 PM and then on an on-call emergency basis only.
- Q: Have you already selected a vendor for cameras? Would cameras be bid separately?  
If included, would you be open to meeting with our technology team to get a better understanding of your system?  
The Security Cameras are going to be upgraded through way of another RFP that is currently out to the public for submission.

All other terms and conditions of **RFP No. 793** remain the same.

Erik J. Larson  
Purchasing Agent

Cc: Kevin Murray, Operations Manager Parks & Facilities  
Purchasing Department File



# CENTURY PROTECTIVE SERVICES INC.

*Partners in Security*

## TABLE OF CONTENTS

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Objectives	1
CPS Company Profile	2
Management Staff	3
Human Resources: Employee Screening and Selection	4
Training & Employee Development	5
Supervision & Management	6
Transition / Implimentation Plan	7
Value Added Services & Benefits	8
Technology Based Management	9
References	10
Pricing	11
Insurance & Licensing	12
Summary	13



CENTURY PROTECTIVE SERVICES INC.

*Partners in Security*

## The Stamford Government Center Objectives

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### \* Security Services

- \* Security Services- Protecting People and Property
- \* Custom Tailored Security Service Program
- \* Emphasis on Customer Service
- \* Dedicated Account Manager
- \* Quality Security Personnel
- \* Stringent Background Screening and Hiring Process
- \* Comprehensive Employee Retention Program
- \* Unparalleled Training Disciplines in support of Security Operations
- \* Quarterly TEAM Building Training Sessions
- \* Direct Senior Level “Experienced” Account Management and Oversight
- \* Collaborative Contingency Planning
- \* Quality Uniforms and Appearance Standards
- \* Impactful Communications
- \* High level of Responsiveness
- \* Bi-Weekly Operational Status Meetings
- \* Continuous Process Improvement Initiatives
- \* Extension of Security Management TEAM
- \* All Hazard Security Service Resource
- \* Market Rate Pricing Model



# CENTURY PROTECTIVE SERVICES INC.

*Partners in Security*

## CPS COMPANY PROFILE

Century Protective Services (CPS, Inc.) was founded in 1999 by the existing President and Chief Executive Officer, Nelson V. Soracco. Unlike many other security organizations we are based in the United States and headquartered in White Plains, New York. Since inception, we have assembled some of the most experienced and knowledgeable personnel in the industry. This leadership allows us to execute the foundation of our organization: quality service and responsiveness.

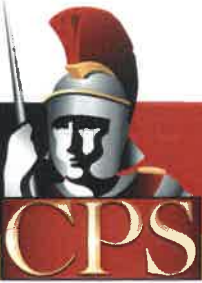


CPS, Inc. continues to experience significant organic growth directly attributable to our reputation for the value of our services and unwavering commitment to our clients.

CPS, Inc. has successfully developed and implemented integrated security services for a number of vertical markets to include, financial, insurance, manufacturing and distribution centers, research and development, healthcare, education, museums and art galleries, high-end retail jewelry, commercial real estate, residential, construction, hotels, utilities, and others.

We have secured people, property, and assets throughout the U.S. We also serve clients with multiple facilities and provide protection of strategic and high-level security areas such as data centers. We have experience and manage security programs that are heavily regulated by the Department of Homeland Security, Drug Enforcement Agency, Food and Drug Administration just to name a few.

The CPS management style is designed to be effective and non-intrusive. In developing security programs and specific services, we carefully consider this factor together with the client's core environment and strategic issues. Careful planning and custom tailored resources are integrated and introduced. This hands-on approach provides appropriate support, seamless interaction, and a smooth transition at every opportunity.



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**Upon inception of any contract for services, CPS develops a tailored Activity Value Analysis (AVA) for each client. This analysis identifies general issues, target areas of concern and monitors all related activity and progress.**

**CPS integrates technology in appropriate proportions as a vital tool which allows for the enhancement of the client's security profile. We utilize these tools to increase the effectiveness of the overall security and life safety programs. CPS delivers the most effective method for the proactive management of these areas at reduced costs and liability.**



**Historically, competition in the security service industry has consisted of large National/International, Regional and Local providers. Century Protective Services has developed a reputation based upon a philosophy of service, which embraces the following principals;**

- Direct Access to Ownership
- Dedicated Project Management
- Access to Quality Security Personnel
- Continuous Development of Personnel
- Market Rate Pricing
- Full Service Security Company
- Access to Security Related Resources and Network of Security/Law Enforcement Professionals

**We urge you to consider these compelling reasons to partner with CPS for your security service needs.**





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## SCOPE OF SERVICES

CPS offers a broad scope of security services which are managed by seasoned professionals.

- Professional Security Agents
- Fire Safety Directors
- Command Center Operators
- Concierge & Mailroom Personnel
- Event Security Experts
- Executive Protection Specialists
- Pre-employment Background Screening
- Specialized Security Training
- Investigations
- Patrol Vehicles
- Electronic System Design
- Physical Security Assessments

## FINANCIAL SNAPSHOT

**The financial stability of a service provider is critical to ensure the non-default of payroll and expenses to maintain normal business operations without interruption.**

Century Protective Services, Inc. is a privately held S-Corporation founded in 1999 which maintains a solid relationship with a major U.S. based financial institution supporting our business accounts. Our records conform to generally accepted accounting principles and are regularly audited and have never defaulted. We have no Bankruptcies and/or pending Litigation to report. We retain the services of a highly credible Certified Public Accounting firm for the purposes of Sales and General Tax Liability reporting. We also retain the services of a professional payroll service for the purposes of payroll, tax, and other related obligations. Our Accounting Department carefully reviews all billing, payroll, receivables, and payables for accuracy and timely processing. We provide clear back up and support documentation with all transactions, invoices and services.

It is not the policy of Century Protective Services, Inc. to openly divulge general information regarding the financial data of our organization for the purposes of RFP. However, Century Protective Services, Inc. is prepared to provide a contact and major bank reference upon request. Please contact the following regarding financial information:

Nelson V. Soracco, President & CEO  
Century Protective Services, Inc.  
150 Grand Street  
White Plains, New York 10601  
914-290-6170  
[nelson@centuryprotective.com](mailto:nelson@centuryprotective.com)



# CENTURY PROTECTIVE SERVICES INC.

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## MANAGEMENT STAFF

Century Protective Services, Inc. possesses a management staff with over one hundred years of cumulative experience in the private security and law enforcement sectors. Relative to the scope of work outlined by the City of Stamford, we shall assign our top management personnel to oversee this account. Upon award of this contract, Mr. Charles DeSalvo, Ret. NYPD will begin work immediately on a transition and implementation with designated Stamford Government Center representatives. As your point person, Mr. Desalvo, in partnership with the City of Stamford will oversee the contracted deliverables and provide for a seamless transition.

Direct access to ownership and hands-on management is what differentiates us from our competitors. Both Mr. DeSalvo and Senior Management are available to you and your staff on a 24/7 basis during ordinary and emergency conditions. Direct senior management responsibility guarantees the highest priority in operational support. We as the decision makers are flexible, adaptable, and are committed to exceeding your expectations. We are customer focused and results driven.

## SENIOR MANAGEMENT



**Nelson V. Soracco, President & CEO**

*Mr. Soracco founded Century Protective Services, Inc. in 1994 after an illustrious, twenty-year career with Sotheby's Holdings Incorporated as Director of Corporate Security. Mr. Soracco is a Protection Professional, OSHA Certified and a Licensed Private Investigator. With this expertise and experience he has been able to create and develop CPS into one of the area's premier security service providers. CPS currently manages security program's executive protection plans and investigative services for an elite customer base over a diverse scope of industries. Mr. Soracco has lead CPS with a finely developed sense of customer service and has nurtured that very culture in every employee and business aspect of the organization. Mr. Soracco maintains professional affiliations with ASIS (American Society of Industrial Security), Stamford Police Department, NYPD APPLE & Shield Programs, The American Association of Private Law Enforcement, and is a long-standing business supporter of the New York State Police.*



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**Charlie DeSalvo, Senior Account Executive**

*Mr. DeSalvo is responsible for Century Protective Services security management programs in the Tri-State area which incorporates millions of square footage and over three hundred employees including Site Supervisors, School Safety Agents, Concierge, armed and unarmed Security personnel in the corporate, commercial and residential real estate and educational center markets. Mr. DeSalvo brings over twenty-five years of professional security management, loss prevention and investigative experience to our organization and clients. At the conclusion of a decorated Law Enforcement career Mr. DeSalvo held the position of Associate Director of Security where he continued to gain vast security experience in the hotel/hospitality industry within a five star/five diamond hotel corporation in midtown Manhattan. In the hotel industry Mr. DeSalvo authored progressive hotel policy which both straightened and better positioned the property against loss, risk and liability. Mr. DeSalvo led a successful team of security practitioners who were directly responsible for the overall safety and well-being of thousands of visiting world travelers, entertainment and government VIPs and dignitaries. Mr. DeSalvo is proficient in both internal and external security systems, investigative techniques and is a Board Certified Crisis Prevention Institute (CPI) Instructor.*



**Kiersten H. Gennarelli, Director of Human Resources**

*Serving as the Director of Human Resources since 2006, Kiersten is responsible for Century Protective Service's Human Resource Administration, Employee Relations, Recruitment and Compensation, Risk Management, Training and Employee Development. Kiersten is a seasoned Human Resource professional with over twenty years of experience, having worked for such prestigious companies as Goldman Sachs, Spherion, and InScope an IT software developer. Kiersten holds a bachelor's degree in Economics from the University of Utah and is an active member in SHRM – Society for Human Resource Management.*



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**Angel Garcia, Security Manager**

*Angel Garcia is the Security Manager of The Stamford Government Center. Has worked at the Government since 2012 and since has learned all of the ins and outs of the building. Angel has also managed the building schedule for the city of Stamford on a weekly basis including assisting with the Car Fleet system the city has implemented to assist with city employees that have to head out into the field for example health and building inspector. Other responsibilities include managing, supervise, trained and inspected 20-member security team, as well as supplementary staff. Provided leadership for all incidents requiring security forces response. Implementing security procedures, developing emergency protocols, investigating security incidents, and training staff. Served as administrator of all scheduling and training for department.*



**Evelyn Valentin, Chief Financial Officer**

*Evelyn is a graduate of Monroe College with a B.B.A. in Information Systems and Accounting and a licensed Commercial Insurance professional. As our Chief Financial Officer since 1999 she is vital to our organization overseeing and maintaining our financial stability and compliance. Her expertise and the establishment of sound relationships with major financial institutions have resulted in Century Protective Services, Inc. being financially capable of acquiring and supporting opportunities of any scope or size. Evelyn and her team ensure that all proposal and job cost estimates are accurate and clearly outlined, while all financially based customer inquiries are dealt with promptly and directly. Evelyn effectively administers all employee benefits and compensation in a timely manner to ensure a productive and motivated workforce.*





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## HUMAN RESOURCES: EMPLOYEE SCREENING AND SELECTION



Century Protective Services, Inc. maintains a full service Human Resources Department in our home office located in White Plains, New York. Our Human Resources Department, under the direction of our Human Resource Director, Kiersten Gennarelli, is staffed with dedicated professionals with both human resource and security industry experience. CPS, Inc. approaches hiring in an intensive, detailed and organized manner. The CPS objective is to hire the right person for the right job, the first time. Our Human Resources professionals interact with individuals at all levels of employment including but not limited to: recruitment, interviewing, screening/background investigations, license verification, orientation & training, career path, corrective communication, reach out programs, bereavement, counseling and benefits.

## EMPLOYMENT ELIGIBILITY

The first step in our screening process is to carefully verify the employment eligibility of all applicants. CPS, Inc. is keenly aware of its obligations under the Immigration Reform Act of 1986, and we are aware that the screening we do under the act does more than keep us from hiring illegal personnel. The next step in the initial screening process is an in-depth interview. Although we are sensitive to the candidate's privacy and dignity, the process is thorough and effective. Our Human Resource Department has the training and expertise to focus on the application and job-related issues that will predict successful job performance. The applicant must demonstrate the qualities that will predict he or she will work well with others, and on his or her own. Based on the outcome of the interview process, our pre-employment background screening includes:



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- State and Federal Criminal Background Check
- Department of Motor Vehicle Check
- Employment History/Education Verification
- Credit History
- Sex Offender/Terrorist Watch Lists
- Personal Reference Check
- Residence Check
- Pre and Post Employment Drug Testing
- State Registration Compliance



## **HIRING PHILOSOPHY:**

CPS, Inc. hires employees who are career minded with regard to the security industry. In cooperation with our clients, we structure a career path; provide medical benefits, vacation, and bonus incentives in order to maintain a low employee turnover ratio. We inspire dedication and promote personal/professional development. Our Human Resources proactive involvement with CPS employees helps to maintain turnover rates well below the industry norms. As stated earlier, we want to hire the right person for the right job, the first time. To that end, we do not take short cuts or skimp on our hiring process. In partnership with our clients, we determine the necessary skill set and requisite experience and hire accordingly. We welcome client interaction during the interview phase, in order to validate the process and get the right fit.

Candidates are sourced via employee referral program, US Military Service placement, NYC Detective Endowment Association, NY/NJ/CT State Police Retiree Association, Criminal Justice Programs, ASIS- American Society for Industrial Security, security publications and public advertisement. We interview, screen and retain and/or assign staff commensurate with the agreed upon requirements set forth in our contracts and scope of work.



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## EMPLOYEE INCENTIVE PLAN

CPS, Inc. also recognizes and understands the importance of retention and continuity; therefore, every employee and the contributions they make to both our organization and our clients are recognized and valued. Our employee's salary, reimbursements, and benefits are paid on an ordinary bi-weekly pay cycle. We also offer the following incentives:

- Comprehensive Major Medical Insurance Plan (Currently United Healthcare)
- Supplemental Voluntary Insurance Plans (Dental, Hospitalization, Accident, Cancer)
- Employee Recognition Programs
- Direct Deposit
- Continuing Education Compensation
- Employee Referral Compensation
- Outstanding Performance Bonus
- Holiday and Vacation Pay
- Bereavement Pay
- Free Uniforms and replacement parts
- Internal Career Development Opportunities

All employees are provided with an employee handbook, which clearly explains all company policies, requirements and terms of employment. They are afforded the opportunity to meet with a Human Resources representative on any issue or matter which needs further explanation, clarification or support.

**Client's Right of Rejection:** Client and/or client designee shall have the right to reject any candidate for assignment as a security officer or supervisor, as well as the right to recommend reassignment of any security officer or supervisor at any time, with or without cause.

**Contract Compliance:** CPS, Inc. will track all items of contract compliance for each individual. To that end, we will prepare a special checklist for compliance with all contracted specifications for security personnel.

**Contingency Personnel:** CPS, Inc. maintains a surplus of diversely trained staff, which can be readily deployable in such instances of emergency or increased threat level. Field supervisors oversee all operations and are often on-site to enable transition or handle deficiencies.





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## TRAINING & EMPLOYEE DEVELOPMENT:



**Training is often over-promised and under-delivered in the contract security industry. At CPS, we deliver on our training promises without exception. We also understand that training is not a one-time deal; we recognize that training is perishable and continually needs to be refreshed over time. To that end, CPS makes continual investment into the development of our employees, an investment that pays off for our officers, our clients, and CPS in many worthwhile ways.**

### **FOR OUR SECURITY OFFICERS:**

- Training instills a sense of pride in the weight of their responsibilities, promoting a serious and respectful attitude toward their work.
- Training builds their confidence in their own capabilities and authority.
- Training relieves boredom and restlessness through continual challenges to expand knowledge and skill sets.



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- Training creates Collegial atmosphere of personal growth and discovery.
- Training empowers officers to pursue their career goals and aspirations.

## FOR OUR CLIENTS:

- Training establishes competency to meet contract specifications from the start of service.
- Training ensures that the officers who greet and interact with people on your site make a positive impression.
- Training bonds the officers to your organization, motivating them to consistently perform beyond expectations and continually seek ways to improve service and add value.
- Training promotes stability, increasing the likelihood that the officers who start service at your site will be the same officers on site when you renew the contract year after year.
- Training prepares your officers to move swiftly and effectively to secure lives, property and assets in the event of an emergency, disaster, or other serious threat.

## FOR CPS:

- Training and advancement opportunities increase our ability to attract the best qualified most promising candidates.
- Training creates a growing pool of proven security professionals we can call upon to provide experienced leadership at new sites.
- Training minimizes our risk and yours, enabling us to secure comprehensive insurance coverage and high liability limits from premier insurance carriers with high financial ratings.
- Training improves the odds that our employees will move up with CPS instead of moving on, allowing us to recoup our investment in employee selection and development over time.
- Training keeps you satisfied with performance and innovations at your account so you choose CPS time and time again.
- 

**Much like our employee selection and screening process, we take a customized approach to our training and employee development programs. We focus on the requisite skills that the security officer will need to be successful at a particular client site. We work in conjunction with our clients to identify training programs that would be most effective for the actual working environment.**



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**We take a layered approach to training. We begin by laying the foundation of security basics through our pre-assignment training program. Once officers master the fundamentals covered in pre-assignment training, we provide the next layer of training- training specific to the client and the site where the officers will be assigned. We ensure that each officer is thoroughly competent and proficient at every skill set required for his or her assignment, testing and refining each officer's performance through role playing, drills and hands-on training. Over time we add layer upon layer of continuing education, enhancing the depth and breadth of each officer's expertise.**

**The following will outline our current pre-assignment curriculum:**

## **OVERVIEW OF THE SECURITY INDUSTRY:**

**This course imparts:**

- 1. An understanding of State Licensing of Security Officers**
- 2. An understanding of security work and the security industry.**
- 3. An understanding of the general policies and procedures at CPS, Inc.**
- 4. An understanding of the general culture and service philosophy at CPS, Inc.**
- 5. The basic security principle of "Observe and Report"**

## **THE ROLE OF A SECURITY OFFICER:**

- 1. Protection of People, Information and Property**
- 2. Appearance, Reliability and Judgment**
- 3. Detection: Observation Skills & Proactive Approach**
- 4. Deterrence: High Visibility and Professional Appearance**
- 5. Reporting: Crimes and Emergencies**
- 6. Patrol Techniques and Responsibilities**
- 7. Post orders: the Security Officer's Bible**
- 8. Chain of Command: Client Relations**

## **LEGAL POWERS AND LIMITATIONS:**

- 1. Sources of rules governing a security officer's actions**
- 2. Rules governing the use of force**
- 3. Definition of a felony and misdemeanor**
- 4. Procedures for taking a person into custody and detention**
- 5. Security Officer's authority to arrest and potential liability**



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## **EMERGENCY SITUATIONS:**

1. Types of emergency situations that an officer may encounter
2. Factors governing a security officer's response to emergencies; protocol and procedures
3. Fire Prevention and control
4. Bombs and bomb threats
5. Medical Emergencies
6. Weather related emergencies and natural disasters
7. Civil disturbances
8. People problems

## **COMMUNICATIONS AND PUBLIC RELATIONS:**

1. The five components of communications
2. Obstacles to good communication
3. Methods of communication
4. Components of effective communication
5. Nonverbal communication
6. The importance of good communication skills in public relations
7. The role of the security guard as a public relations agent
8. Enforcing the rules with courtesy and tact



## **ACCESS CONTROL:**

1. The meaning of threat potential
2. The basic elements of access control
3. Types of access control
4. The definition of espionage, sabotage and terrorism
5. The various groups with which a guard interfaces
6. General access control duties
7. Badge systems
8. Property pass systems



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## **ETHICS AND DEPARTMENT:**

1. Benefits of an enhance professional image
2. Specific elements of a code of ethics
3. Characteristics of a Professional
4. Addition problems and the employee assistance program
5. Policies on discrimination and sexual harassment
6. Unethical conduct and offenses to be avoided
7. Positive side of discipline
8. Positive reinforcement

## **FIRST AID, CPR, AED AND PROTECTION AGAINST BLOOD BORNE PATHOGENS:**

1. Role of a Security Officer
2. Legal powers and limitations
3. Emergency Situations
4. Communications and Public Relations
5. Access Control
6. Ethics and Conduct
7. Medical Emergency Tips



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### **Site Specific and Post Specific Training**

**CPS, Inc. recognizes that consistent, top-notch performance in carrying out the specific responsibilities at your site is the bottom line in delivering quality customer service. All security officers assigned to the Stamford Government Center location will receive the required on-the-job training. This training is geared toward the specific job and tasking that the security officer is expected to carry out. CPS, Inc. in collaboration with the City of Stamford, will develop a training checklist for each post based on post orders and overall expectation. This checklist will be completed and signed by both the officer and the person responsible for the on-job-training. The following are some of the topics that are normally covered in job and task specific training:**

- 1. Customer Service and Public Relations**
- 2. Access Control and Visitor Management**
- 3. Patrol Techniques and Observation**
- 4. Environmental and Mechanical Responsibilities**
- 5. Communications and De-escalation Procedures**
- 6. Emergency and Incident Response**
- 7. Fire Protection and Life Safety**
- 8. Crime Prevention and Protection**
- 9. Written Reports and Logs**
- 10. Policy and Procedure Enforcement**
- 11. Parking Lot Safety/Escort Duties**
- 12. Codes of Conduct- Sexual Harassment**





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## SUPERVISION & MANAGEMENT

Field Supervisors provide another layer of supervision, oversight and support for your site team. **We consider field supervision an essential component of our management value and integrate their activities into to each and every site that we protect.** Our Field Supervisors are trained to standard at all client sites and represent our first responders in the time of crisis and emergency situations. Field Supervisors perform many of the same functions as our site team and operations managers, but every pair of eyes and ears on your team make the difference, and the field supervisors ensures that our off-shift officers receive all the attention and support they need.

**Following are some of the ways field supervisors help us sustain consistently strong performance on every shift at every site.**

- 1.** They monitor the efficiency and preparedness of the security officers on duty at your site.
- 2.** They reinforce the training of the site officers by reviewing parts of the site operations manual during visits to each post.
- 3.** They provide positive correction of lapses in performance, infractions of rules or departures from compliance. They also initiate our progressive discipline program as needed by documenting complaints or written warnings.
- 4.** They support the security activities of your site team. Because our Field Supervisors are skilled in emergency response, we encourage officers to contact them whenever an incident occurs on site. A Field Supervisor will often respond to the site to assist the officer in responding to and investigating the incident and in writing a detailed report of the incident.
- 5.** They can back up the staff at your site if needed, since their duties necessitate a detailed understanding of the requirements of each post.

**Our Field Supervisors are salaried employees whose earnings and benefits reflect Century Protective Services commitment to staffing these critical positions with premier people. Whatever their individual backgrounds, these are experienced, mature security professionals who have proven in many emergency situations that they can keep cool heads under pressure. We require our Field Supervisors to have prior law enforcement, military, or security experience. Candidates must show evidence of leadership ability and demonstrate the writing skills necessary to write clear incident reports and log entries.**



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**CPS has years of experience in facilitating police activity when necessary. In the event of an emergency, our executive team is always involved to support the Field Supervisors and site team as necessary. CPS maintains constant contact with local and federal law enforcement agencies and is immediately aware of any imminent threat to public safety or terrorist activity and proactively manages this information with its clients.**

**To support our Supervisory personnel, CPS offers an extensive supervisory development training program. Since we believe strongly in promoting from within, our managers continuously look for potential site or shift supervisors, for Field Supervisors, and even management prospects, from among the ranks of our security officers. Once identified, these candidates are thoroughly screened and enrolled in a self-paced security supervisor's course. This challenging course not only provides the potential supervisor with the necessary training and a handy reference, but also demonstrates whether the candidate has the aptitude as a supervisor.**

**If the potential supervisor successfully completes the self-paced course, he or she must attend an eight-hour, in-house basic supervisor's program conducted by our training division and qualified management staff. The following will outline some of the subjects that are included in our supervisory training curriculum:**

- Leadership Principles
- Elements of Security Supervision
- Motivating and Training
- Counseling and Disciplining
- Problem Solving
- Relations with Clients and Superiors
- Appraising and Developing
- Professionalism
- Communications
- Supervision and Personal Styles
- The Human Factor

**At Century Protective Services Incorporated, we believe that supervision is key component of our quality security management program. We follow one simple rule when it comes to supervision: "Inspect what you expect"!**





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## WORK PLAN for Stamford Government Center

Subject to your approval and upon award of contract, our management staff under the leadership of Mr. Charles DeSalvo and Nelson V. Soracco , CPS will begin work immediately implimenting and work plan for the Stamford Government Center . We will begin by meeting with the designated City of Stamford representatives to review the following:

1. All facets of the proposal and contract.
2. Any prior problems or concerns.
3. Special security duties or procedures.
4. Training guidelines.
5. Lines of communication and management control.
6. General site data.
7. Work schedules.
8. Safety and fire procedures.

We will develop revised general and post specific orders and tailor the procedures contained in this proposal to site-specific directions. We will also schedule initial and refresher training for retained and new personnel.

**We recommend a three to four week transition schedule as follows:**

### \* Phase 1

- Meet with the Stamford Government Center representatives to review all security procedures to begin updates and revisions to general and post specific orders.
- Review uniform and equipment requirements and ensure adequate supplies are available.
- Identify and interview incumbent supervisory and security personnel who are to be retained. (NOTE: CPS will be pleased to hire and “grandfather” outstanding officers and supervisors who have worked for our predecessor at the Stamford Government Center. However our proposal is not predicated on their acceptance of our job offers.)
- Identify and interview candidates for site managers and shift supervisors, if applicable.
- Identify any areas of the current security program that may need to be improved or strengthened.
- 

### \* Phase 2



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- Review and update current direct lines of communication and management control.
- Submit draft updated general and post specific orders for review and approval.
- Begin Supervisory training.

## \* Phase 3

- Begin pre-assignment training.
- Finalize and complete general and post specific orders
- Selection of security force completed; assignment to regular schedules.

## \* Phase 4

- Certification of all pre-assignment training.
- Development of work schedules.
- On-the-job training.
- Completion of contractor start-up review.
- Starting the job.



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## VALUE ADDED SERVICES

**CPS is not just a guard and investigative company. We possess the capability to identify and provide you with a number of additional security solutions and resources that specifically address your overall protection program and further reduce your risk of loss. General consulting is offered to our existing clients at nominal and often no additional costs depending upon the size and scope of the project or concern. We are experts in providing:**

- Physical Security Assessments
- Vulnerability Studies
- Workplace Violence Mitigation
- Emergency Preparedness Planning
- Crisis & Strike Management

**Many specialty type security guard services and the training modules required to support them have emerged in recent years. These professionals bring detailed expertise with regard to the specific areas of security management and services. CPS recognized these needs long ago and has developed personnel skilled in the following disciplines:**

- Fire Safety Directors (FSD)
- Concierge & Lobby Security Agents
- Mailroom & Package Screening Professionals
- Executive Protection Specialists
- Patrol Vehicle Operators
- Command Center Operators

**Technology continues to factor into our approach in providing a full scope of modern security services. These conclusive resources allow us to decisively advise our clients how best to approach the development and management of line security personnel, maintain the integrity of processes and provide documented evidence of aggressive behavior and harmful acts:**

- Corporate Investigations & Surveillance
- Pre-Employment Screening
- Telephone Integrity & Electronic Sweeps
- Polygraph Examinations
- Electronic Systems Design



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## TECHNOLOGY BASED MANAGEMENT



**CPS utilizes and integrates modern state of the art equipment, services and systems in all aspects of it business operations to ensure prompt and effecient services and communication with our employees, clients and business partners.**



- We maintain an interactive web page describing all services, employment opportunities and links to industry news and information.
- CPS, publishes regular company and industry related bulletins regarding trends and current events within the security and law enforcement fields.
- Hiring, payroll, invoicing and all accounting services are fully interactive with our financial partners, licensing divisions, Human Resources department and IT support center.
- Our in house training center is equipped with video presentation monitors, a library of demonstration and instructional CD's, an audio conference bridge and teleconferencing capability.
- Automated time and attendance modules are installed to instantly record and process payroll information, document employee tour and other scheduled or spontaneous activities.
- All senior management, field personnel, site supervisors are equipped with Smart Phone communication devices to ensure on demand contact and immediate access to files, documents and web based information.

**CPS subscribes to a number government and highly regarded private sector databases to ensure accuracy and sufficient scope of investigative information.**



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## Trackforce Guard Tour System

### REAL TIME REPORTING

- Incident Reporting/Response
- Event Photos
- Emergency Contacts
- Validate Patrol & Tours
- Time Reporting
- GPS Locating
- Custom Post Orders
- Detailed Action Items





## EQUIPMENT

As a client of CPS, Inc., The Stamford Government Center (SGC) can avail itself of our **consulting division** as it relates to equipment recommendations, vendors, trade shows, RFP and project management. The main focus when discussing security equipment should be end of life projections, adequate maintenance programs and competitive pricing. CPS, Inc., shall provide at no additional charge to SCG and evaluation of all CCTV, detection and access control systems in an executive summary and recommendations report.

### **Initial Findings**

- The security office is equipped with two (2) DVR's one of which is no longer functioning resulting in the security staff not being able to access garage cameras.
- All other equipment specifications and scope of services requirements described in the RFP shall be met by CPS, Inc. as further described in this document.
- Some new cameras have been installed in the North and South side of each floor which provide good images. Other pre-existing cameras are toward end of life and should be replaced with upgrade.
- The security console should be upgraded to a more modern version utilizing flat panel screens w/ dedicated p/c's, DVR's in a SOC (Security Operations Center) profile.





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## REFERENCES

### Swiss Re America

#### Corporate Headquarters

117 King Street

Armonk, New York 10055

- Director of Security and Assistant Director plus 25 Law Enforcement and Concierge Security Agents
- SOC Director plus 15 SOC Console Operators

#### NYC Office

1301 Avenue of the Americas

New York City, NY 10019

- 3 Concierge Security Agents and SOC Console Operator

Contact: Mr. Christopher Martini, Director of Security

914-828-8963

[Christopher.Martini@swissre.com](mailto:Christopher.Martini@swissre.com)

### SL GREEN- RECKSON

#### Connecticut & Westchester Portfolio

- 12 Class A Buildings in Stamford, CT, White Plains and Valhalla, NY
- 4 Site Supervisors, 6 Shift Supervisors, 2 Concierge Guards, 1 Patrol Agent w/ Vehicle and 25 Security Agents

Contact: Ms. Tammy Cuomo RPA,FMA

360 Hamilton Avenue

White Plains, New York 10601

914-872-4722

[tammy.cuomo@slgreen.com](mailto:tammy.cuomo@slgreen.com)

### CBRE STAMFORD TOWERS

750 Washington Boulevard, Suite 500

Stamford, CT 06901

- 1 Site Supervisor, 3 Shift Supervisors, 3 Concierge Security Agents and 3 Patrol Agents

Contact: Lisa Ianelli-Winkler (203) 635-5362

[Lisa.Ianelli-Winkler@cbre.com](mailto:Lisa.Ianelli-Winkler@cbre.com)

**ADDITIONAL REFERENCES FURNISHED UPON REQUEST**



# CENTURY PROTECTIVE SERVICES INC.

*Partners in Security*

## PRICING

CPS, Inc. arrived at the following pricing projections based on relative data in order to present accurate costs regarding the resources and skills necessary to deliver the desired level of service.

1. **CPS, Inc. has been a security services provider for the Stamford Government Center since 1994.** We also conducted a walk through of the facility in order to obtain re verify the activities and responsibilities of the security officers.
2. Market Research indicates that the **current the average salary for a Security Guard is \$13.02 per hour in Fairfield County Ct., which is 9% above the national average.** Salary estimates are based on a number of salaries submitted anonymously to Indeed by Security Guard employees, users, and collected from past and present job advertisements on Indeed in the past 36 months. The typical tenure for a Security Guard @ \$13.02 is less than 1 year. At an average rate of \$14.00 per hour, the retention and quality of guard is significantly higher at 3-5 years. The unemployment national average is at a 40year low. These factors significantly limit available workplace resources in your area. *Sources: NYDOL, Indeed & Salary.com* . Some clients of CPS, Inc. have converted to a prevailing wage schedule in order to ensure the retention quality security personnel. **According to the Connecticut Department of Labor, the current prevailing wage for unarmed security officers in Fairfield County is \$19.59 + \$5.87 supplemental totaling \$25.45 per hour.**
3. **Local Security personnel compensation in Stamford, CT averages \$14.00 for Security Officers, \$15.50 for Concierge Officers and \$18.50 for Supervisors.** Connecticut's current minimum wage is \$11.00 per hour as of October 1, 2019. **A law was passed in May of 2019 which will gradually raise the Minimum Wage to \$15.00 over several years, and then index it to the Federal Economic Indicators. Future increases include: \$12.00 on September 1, 2020; \$13.00 on August 1, 2021; \$14.00 on July 1, 2022; and \$15.00 on June 1, 2023.**





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## Year 1 - 2020-2021

<u>Position</u>	<u>Wage Rate</u>	<u>Bill Rate</u>	<u>OT/Holiday Rate</u>	<u>Hours per Week</u>	<u>Weekly Totals</u>
Security Manager	\$19.50	\$26.13	\$39.20	40	\$1,045.20
Shift Supervisor	\$14.50	\$19.43	\$29.15	40	\$ 777.20
Guard A	\$13.50	\$18.09	\$27.14	240	\$4,341.60
Guard B	\$12.50	\$16.75	\$25.13	176	\$2,948.00
<b>Grand Total</b>				<b>496</b>	<b>\$473,824.00</b>

## Option Year 2 - 2021-2022

<u>Position</u>	<u>Wage Rate</u>	<u>Bill Rate</u>	<u>OT/Holiday Rate</u>	<u>Hours per Week</u>	<u>Weekly Totals</u>
Security Manager	\$20.00	\$26.80	\$40.20	40	\$1,072.00
Shift Supervisor	\$15.00	\$20.10	\$30.15	40	\$804.00
Guard A	\$14.00	\$18.76	\$28.14	240	\$4,502.40
Guard B	\$13.00	\$17.42	\$26.13	176	\$3,065.92
<b>Grand Total</b>				<b>496</b>	<b>\$491,104.64</b>

## Option Year 3 - 2022-2023

<u>Position</u>	<u>Wage Rate</u>	<u>Bill Rate</u>	<u>OT/Holiday Rate</u>	<u>Hours per Week</u>	<u>Weekly Totals</u>
Security Manager	\$21.00	\$28.14	\$41.21	40	\$1,125.60
Shift Supervisor	\$15.75	\$21.11	\$31.67	40	\$ 844.40
Guard A	\$15.00	\$20.10	\$30.15	240	\$4,824.00
Guard B	\$14.50	\$19.43	\$29.15	176	\$3,419.68
<b>Grand Total</b>				<b>496</b>	<b>\$531,111.36</b>

### Notes:

- CPS, Inc. remains flexible and open to discussing all aspects of this proposal.
- **The above pricing includes Holiday billing.**
- Our pricing structure is all inclusive of payroll taxes, insurance, background checks, drug screening, training, uniforms, supervision, report forms, radios & management.
- CPS, Inc. is an equal opportunity employer.
- Additional personnel shall be billed at the above captioned rates depending upon category and availability and may be billed at overtime rates with less than twenty-four hours notice



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## SUMMARY

There are many realized advantages to outsourcing contract security services; mainly costs and liability:

- CPS has the experience and capacity to offer its services at operating rates that provide the Stamford Government Center with the best cost to value ratio for their security program and overall reduced liability.
- The City of Stamford and CPS will identify the services profile and relationship whereby they will be effectively communicated and administered.
- Our philosophy recommends a true partnership, which mutually understands and agrees upon the assessment of the client's risk, sourcing and unilateral support of all security applications.
- The Stamford Government Center will have direct contact with company principals and will receive top level management support.

Strategic outsourcing must include both operational and tactical elements; however, it must also solidify a true partnership between the service provider and the client. The partnership must share the same vision of accomplishment, long term goals and be agreed upon in a comprehensive agreement, which foresees all possible contingencies. The CPS partnership with its clients and business partners is always knowledge based.

**Experience the CPS difference; Customized, Professional, Security!**