

**APPLICATION FOR QUALIFIED PROVIDER LIST  
OF SECURITY GUARD COMPANIES**

**A. Company Information**

<b>LEGAL NAME OF COMPANY</b>	
<b>DOING BUSINESS AS NAME</b>	
<b>STREET ADDRESS (MAIN OFFICE)</b>	
<b>ROOM NUMBER</b>	
<b>CITY, STATE</b>	
<b>ZIPCODE</b>	
<b>FEDERAL TAX IDENTIFICATION NO</b>	
<b>CONTACT PERSON FOR THIS APPLICATION</b>	
<b>CONTACT PERSON'S TELEPHONE</b>	
<b>CONTACT PERSON'S EMAIL</b>	
<b>DATE OF PASSPORT FILING</b>	
<b>PRINCIPAL OWNER/OFFICER #1 OF COMPANY*</b>	Full Name:..... Home Address: ..... .....
<b>PRINCIPAL OWNER/OFFICER #2 OF COMPANY*</b>	Full Name:..... Home Address: ..... .....
<b>PRINCIPAL OWNER/OFFICER #3 OF COMPANY*</b>	Full Name:..... Home Address: ..... .....

**Note: If the Company has less than three (3) principal owners, please provide the name and home address of the top officers. Principal Owner: An individual, partnership, joint venture or corporation that holds a ten (10) percent or greater ownership interest in a submitting vendor or subcontractor.**

**B. Minimum Qualification Requirements for Security Guard Companies**

The following are the Qualification Requirements for this engagement. Applications that fail to meet all of these requirements may be rejected.

- 1. Applicants must be fully licensed pursuant to Article 7-A of the New York State General Business Law and rules and regulations promulgated thereunder by the New York Secretary of State. **The applicant shall append its license with its application.**
- 2. A Security Guard Company must be a responsible company as set forth Title 55, Chapter 14-02(i)(e)(1) of the Rules of the City of New York (the “Department Rules”).
- 3. A Security Guard Company must have a **minimum** of two (2) years prior experience as a Security Guard Company. The Applicant **shall** provide at least one relevant reference from an entity that paid it directly for its services. Include the name of the reference entity, a brief statement describing the relationship between the Applicant and the referenced entity, and the name, title and telephone number of a contact person at the referenced entity.
- 4. The Security Guard Company must certify that it has exercised due diligence and has conducted a background investigation, including a criminal history check, to verify the credentials of each Security Guard that it employs, pursuant to the requirements set forth in Article 7-A of the General Business Law by completing the **Applicant Certification** page below.
- 5. The Security Guard Company must ensure that each of its Security Guards holds a valid registration card, which has not expired, been revoked or suspended, pursuant to Article 7-A of the General Business Law by completing the **Applicant Certification** page below.
- 6. The Security Guard Company must be incorporated, a limited liability company, a person or firm at the time of submitting the response pursuant to Article 7-A of the General Business Law. **The Security Guard Company shall append its certificate of incorporation with its application.**
- 7. Be enrolled in the Procurement and Sourcing Portal (“PASSPort”); and the Security Guard Company must demonstrate that each of its guards have undergone training as set forth in section 14-06(a) of the Department Rules.

**C. ADDITIONAL INFORMATION:**

- 1. Is your firm a certified MWBE firm? If so, please indicate whether your certification is City, State, or Federal? **Please submit a copy of your certification with this application.**

**Response:**

**D. Additional Information- Experience**

1. Has your firm provided security guard services within the past two (2) years? If yes, you must complete Exhibit A.

**Response:**

**E. Security Guard Companies; Training**

The Applicant must certify, by completing the applicant Certification below, that all Security Guards employed by the Applicant have received training pursuant to Article 7-A, Section 89-n of the General Business Law.

F. The Security Guard Company understands and agrees that it shall comply with both the insurance requirements set forth in the Department Rules at Title 55 RCNY §14-05 and the training requirements set forth in Title 55 RCNY §14-06.

**Please sign below, indicating your understanding of both the insurance requirements set forth in the Department Rules at Title 55 RCNY §14-05 and the training requirements set forth in Title 55 RCNY §14-06.:**

**APPLICANT CERTIFICATION**

A materially false statement willfully or fraudulently made in completing this application may result in denial of inclusion on the Qualified Provider List.

Name of Applicant: \_\_\_\_\_

I, \_\_\_\_\_ (name), serving as \_\_\_\_\_ (title) for  
\_\_\_\_\_ (submitting Applicant), hereby certify that:

- (i) I have the authority to submit the application on behalf of the Applicant;
- (ii) I have supplied full and complete responses to each question or requirement therein to the best of my knowledge, information and belief; and
- (iii) I understand that City of New York, by and through its Department of Citywide Administrative Services, will rely on the information supplied in the application and on the attached Exhibits to qualify the Applicant.
- (iv) The Applicant has exercised due diligence and has conducted a background investigation, including a criminal history check, to verify the credentials of each Security Guard that it employs, pursuant to the requirements set forth in Article 7-A of the General Business Law.
- (v) The Applicant ensures that each of its Security Guards holds a valid registration card, which has not expired or been revoked or suspended, pursuant to Article 7-A of the General Business Law; and
- (vi) All Security Guards employed by the submitting applicant have received training pursuant to Article 7-A, Section 89-n of the General Business Law.
- (vii) On-the-job Training: A minimum of 16 hours of training generally relating to the security guard’s specific duties, the nature of the work place and the requirements of the Security Guard Company.
- (viii) Refresher Training: During each year that a Security Guard takes part in the Reimbursement Program, such Security Guard must complete at a minimum an eight hour annual in-service training course.
- (ix) Furnish communication systems and accessories for use at each school. Such systems and accessories must be provided in sufficient quantities to ensure that there is at least one operable, fully charged radio and case, or other Security Guard Company issued communication device, for each guard on each shift. All security personnel assigned to a school must report for duty bearing all assigned equipment. The School Security Administrator must approve all equipment prior to use.
- (x) If selected for the Qualified Providers List, the Applicant understands that it is required under Local Law 2 of 2016 and title 55, chapter 14 of the Rules of the City of New York to comply

with New York State Labor Law §230 Prevailing Wage Schedule, as established by the New York City Office of the Comptroller.

\_\_\_\_\_(Signature)

\_\_\_\_\_(Print Name)

\_\_\_\_\_(Date)State of New

York) ss.: County of . . . . .

Sworn to or affirmed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_;

\_\_\_\_\_  
Notary Public

**EXHIBIT A - SECURITY GUARD SERVICE CONTRACT HISTORY**

Contract Amount	Contract Term	Government, Non Profit, or Non-Public Education Institution that Administered the Contract	Prevailing Wage requirement applicable to contract?	Contact Information of Reference