

**Addendum 4**  
**August 16, 2021**

The Queens Borough Public Library (“the Library”) has issued this Addendum 4 to RFP #0721-4 Request for Proposals for Security Guard Services.

1. The due date for this RFP has changed to **September 9, 2021**.
2. Sections V Scope of Work is modified by this addendum to incorporate the following:

**V Scope of Work**

**Minimum Security Guard Wages and Benefits**

Proposers are required to submit proposals that meet the below minimum security guard wages and benefits. Proposals that do not meet these requirements shall be determined to be non-responsive. The successful proposer shall provide its employees these minimum wages and benefits:

**Wages**

- |        |  |
|--------|--|
| 1.1.21 | The greater of a \$0.45 hourly wage increase or \$15.95 per hour.  |
| 1.1.22 | The greater of a \$0.40 hourly wage increase or \$ 16.35 per hour. |
| 1.1.23 | The greater of a \$0.40 hourly wage increase or \$ 16.75 per hour. |
| 1.1.24 | The greater of a \$0.55 hourly wage increase or \$ 17.30 per hour. |
| 1.1.25 | The greater of \$0.45 hourly wage increase or \$ 17.75 per hour.   |

**Health Care**

The successful proposer shall also provide its employees the following minimum health care coverage:

- |                  |  |
|------------------|--|
| Effective 1.1.21 | A minimum of \$586 per month for member only healthcare. |
| Effective 1.1.22 | A minimum of \$634 per month for member only healthcare. |
| Effective 1.1.23 | A minimum of \$668 per month for member only healthcare. |
| Effective 1.1.24 | A minimum of \$703 per month for member only healthcare. |
| Effective 1.1.25 | A minimum of \$760 per month for member only healthcare. |

**Sick Leave**

The successful proposer shall provide its employees this minimum sick leave benefit:

During the first calendar year of employment, all regular employees who have completed one hundred and twenty (120) days of continuous employment with the successful proposer will receive seven (7) days sick leave per year of employment, calculated from each employee’s date of hire. Employees in their first (1<sup>st</sup>) year of employment will be entitled to one (1) hour of sick leave for every thirty (30) hours worked, up to a maximum of seven (7) days or fifty-six (56) hours.

Sick leave not used by the end of the year shall not be carried over to the following year, but will be paid to the employee following the end of the calendar year (December 31 of each year).

**Paid Vacation**

The successful proposer shall provide its employees the following minimum paid vacation:

|                         |                           |
|-------------------------|---------------------------|
| 1 year of employment-   | 1 week of paid vacation.  |
| 3 years of employment-  | 2 weeks of paid vacation. |
| 5 years of employment-  | 3 weeks of paid vacation. |
| 15 years of employment- | 4 weeks of paid vacation. |
| 25 years of employment- | 5 weeks of paid vacation. |

“Week” refers to the employee’s regularly scheduled workweek, not inclusive of overtime.

**Technical Specifications**

Proposers must make an affirmative statement that they have read this Addendum and must affirmatively state that they can meet the minimum security guard wages and benefits requirements as stated in this addendum.

To promote stability during the transition period, the Successful Proposer will consider making offers of employment to all qualified incumbent security guards performing work at the locations covered by the RFP, consistent with business needs of the Library.

Except as amended by Addendum No. 1, No. 2 and No. 4 all other provisions of this solicitation remain as stated.

Proposers are reminded of its responsibility of frequenting the Library’s Procurement Opportunities webpage for any updates to the bid including the posting of answers to questions received, bid revisions or addendums or any other updates. The direct link to the webpage is: <https://www.queenslibrary.org/about-us/procurement-opportunities> .