STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

REQUIREMENTS CONTRACT: UNARMED SECURITY GUARD SERVICE FOR ODOT DISTRICTS 7 & 8 HDQTRS COMPLEXES IN SIDNEY AND LEBANON

CONTRACT No.: OT905008 EFFECTIVE DATES: 03/01/08 to 02/28/11

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT905008 that opened on 12/17/08. The evaluation of the bid response(s) has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a contract for the items(s) listed. The respective bid response, including the Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions, special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to the Ohio Department of Transportation, District Office Complexes in District Seven, Sidney, and District Eight, Lebanon, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Invitation to Bid.

SPECIAL NOTE: State agencies may make purchases under this Requirements Contract up to $2500.00 using the state of Ohio payment card. Any purchase that exceeds $2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

Questions regarding this and/or the Requirements Contract may be directed to:

Michael S. Shaw, CPPB
michael.shaw@das.state.oh.us

This Requirements Contract and any Amendments thereto are available from the DAS website at the following address:

http://www.ohio.gov/procure

Signed: _____
Hugh Quill, Director Date

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SPECIAL CONTRACT TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

INCURRED COSTS: The State is not liable for any costs incurred by the Bidder prior to issuance of a Contract.

SITE VISIT: Site visits will be held on Tuesday, November 27, 2007 at the District 7, Sidney Complex and Thursday, November 29, 2007 at the District 8, Lebanon Complex to survey the facilities and discuss the requirements of the Bid. The site visits will commence promptly at 10:00 a.m. at both District 7 and at District 8, barring an unforeseen circumstance that results in a delay of the site visits. Attendance will be taken. The State will not be responsible to a Bidder for their failure to obtain information discussed during the site visits due to their failure to attend and/or arriving after the site visit has convened.

DAY AND DATE	LOCATION	TIME
Tuesday November 27, 2007	ODOT District 7 Complex, 1001 St. Mary's Avenue, Sidney, Ohio 45365 Site Contact: Lonnie Falknor @ (937) 497-6730	10:00 a.m.
Thursday November 29, 2007	ODOT District 8 Complex, St. Rt. 741, Lebanon, Ohio 45036-0272 Site Contact: John Burnie @ (513) 933-6537	10:00 a.m.

District 8 attendees will convene in the main lobby of the facility administration building prior to starting the site tour. District 7 attendees will convene in the security guard station inside the main entrance of the facility prior to starting the site tour. Bidders may contact the facilities for driving directions.

SPECIFICATION QUESTIONS: Information regarding submission of questions and clarifications for this Bid is provided on page one (1) of the Bid. Through the indicated inquiry closure date, Bidders may visit the Procurement Services website to post Bid related questions at <www.ohio.gov/procure>. Answers to all Bidder questions will be posted on the Procurement Services website and linked to the Bid Number. Bidders can make their own inquiry and/or review all inquiry questions/responses from the same website page from which the Bid document is downloaded The State will make every effort to respond to website inquires within forty-eight (48) hours of receipt. The State will not respond to any verbal or written questions received through any other medium. No prospective Bidder shall respond to any verbal instructions or changes to this Bid. Only Bid communications, issued by the Department of Administrative Services, Office of Procurement Services, in a public, published format, will be considered valid.

MANDATORY/REQUIRED SUBMISSIONS: As specified, mandatory submissions must be submitted with the Bid Response. Required documentation/materials should be submitted with the Bid. If not submitted with the Bid, the Bidder must provide the said documentation/materials within five (5) business days, after notification, to the Office of Procurement Services. Failure to provide mandatory submissions with the Bid Response or failure to provide the required documentation/materials, as applicable, within the stated time period will result in the Bidder being deemed as not responsive and the Bid Response will be immediately disqualified with no further consideration given for potential awarding of the Contract.

For specific submission requirements, Bidders should refer to Specifications and Requirements and the Bid Submission Check List for a listing of those mandatory submissions due with the Bid Response and those other submissions that should be submitted with the Bid Response, but which do not become mandatory until requested during the Bid evaluation period.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the State will: multiply the estimated Contract hours per year by the cost per person per hour to determine the annual total cost of security guard service. The total cost for each of the three Contract years will be calculated and added together to determine the grand total cost for the Contract term. The calculation will be performed for each of the ODOT District Complex locations.

CONTRACT AWARD: The Contract will be awarded to the lowest responsive and responsible Bidder by ODOT District Complex location. Failure to bid all items within an ODOT District may result in the Bidder being deemed not responsive for that ODOT District.

SPECIAL CONTRACT TERMS AND CONDITIONS

DESCRIPTIVE LITERATURE: The Bidder shall submit descriptive literature of the supplies or services being offered as part of their Bid Response. The literature will be used in the evaluation process to determine the lowest responsive and responsible Bidder. Any references, that may appear in the descriptive literature, that may alter the terms and conditions and specifications of the Bid (i.e. F.O.B. Shipping Point or Prices Subject to Change), will not be part of any Contract and will be disregarded by the state of Ohio. Failure of the Bidder to furnish descriptive literature as part of their Bid Response will deem the Bidder not responsive.

CORPORATE PROFILE: To qualify for bidding, Bidders are required to document having been in the security business, providing similar uniformed guard services, as specified in this Bid, for a minimum of three (3) years. Bidders shall submit with their Bid, a letter stating the company's background and supportive information of meeting the three (3) years minimum requirement. To document references, Bidders are to provide the company name, address, telephone number, e-mail address, the name of the person to contact, and the length and type of service provided to the referenced company. Bidders shall furnish the same information for three (3) customers to whom the Bidder has provided similar security guard service within the last year. References documenting three (3) years of business experience and references for security work performed within the past year should be citing different companies.

ESTABLISHED BUSINESS: To be considered responsive, the Bidder must, at the time of Bid submission be an established business firm with all required licenses, bonds, facilities, equipment, and trained personnel necessary to perform the work in this Bid. Documented proof of compliance must be submitted with the Bid Response.

CERTIFICATION AND LICENSING: Each Bidder shall submit with their Bid, a letter certifying the Bidder's company is registered with the Department of Commerce and the company and all security guards employed conform to the licensing requirements of Section 4749 of the Ohio Revised Code.

PERSONAL LIABILITY INSURANCE: Each Bidder shall submit with their Bid, a certificate of personal liability insurance covering the risks of false arrest, false imprisonment, malicious prosecution, defamation of character, libel, or slander caused by any acts of the Contractor's employees while acting within the scope of their duties.

EXCEPTIONS: Any exceptions to these specifications must be explicitly detailed in the Bidder's Response. Exceptions will not disqualify a Bidder's Response, except in cases where specifically noted. It is the intention of the State to fully evaluate all acceptable alternate equal Bid Responses that meet the overall requirements of these specifications. State personnel will evaluate exceptions to determine whether variances are material enough to represent a violation of the specification intent or would give the Bidder a competitive advantage. However, exceptions to the stated levels of performance, reliability, and timeliness would represent such a violation of the intent of these specifications that would necessitate rejection of the Bid Response.

FIXED-PRICE WITH WAGE ADJUSTMENTS: No price adjustment will be granted during the first thirty-six (36) months duration of the Contract. Thereafter, should changes be approved to the Federal Minimum Wage Rates, Federal Mandatory Health Care Programs, Workers' Compensation and/or Unemployment Insurance rates and/or transportation costs, the Contractor may petition DAS to increase the Contract price(s). If approved by DAS, the Contractor will only be entitled to the exact amount of the increase as approved in the respective program. DAS will not agree to any increase that is retroactive to the start date of the Contract or is within the above stated time period that prices may not be adjusted. The Contractor must give DAS a minimum of thirty-(30) calendar days notice prior to the effective date of the increase. The petition must be accompanied by documentary evidence to fully support the request (i.e. Federal Minimum Wage Scales, tariff schedules, etc.). If approved the increase will become effective on the date set forth in the request and will remain in effect for the duration of the Contract. Approval of said increase is at the sole discretion of DAS. No petition for increase will be considered for adjustments that occurred prior to the effective date of the Contract.

CONTRACT COST ADJUSTMENTS: The successful Bidder agrees to decrease/increase the number of guards should the requirements of this service change during the term of this Contract. Any additional guards shall be at the contracted price.

SPECIAL CONTRACT TERMS AND CONDITIONS

DELIVERY AND ACCEPTANCE: Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The location of performance will be noted on the Purchase Order issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

LIQUIDATED DAMAGES: In the event that an awarded Contractor fails to perform within the timeframe specified by the Contract and/or Purchase Order, the agency will contact the Contractor to determine when the Purchase Order will be fulfilled. If the Contractor cannot fulfill the Purchase Order requirements within a timeline acceptable to the agency, the agency may procure like-kind supplies/services from another resource and invoice the Contract provider for the full additional amount charged by the third party provider. Invoices for said liquidated damages must be deducted from subsequent Contractor invoices prior to payment by the agency.

Under these damage recovery provisions, the agency may: (1) elect to procure any portion of the original order from another source; (2) charge the Contractor for any difference in cost for the merchandise/service procured; and/or (3) cancel any portion of the original order without Contractor penalty. Also reference Supplemental Contract Terms and Conditions, Article S-9, Time of Delivery, and Standard Contract Terms and Conditions, Section II, Contract Remedies.

USAGE REPORTS: Every twelve (12) months the Contractor must submit a report (written or on disk) indicating sales generated by this Contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this Contract. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Michael Shaw.

UNIFORMED, UNARMED SECURITY GUARD SERVICE FOR THE OHIO DEPARTMENT OF TRANSPORTATION

GENERAL REQUIREMENTS

I. SCOPE:

To provide professional, uniformed, unarmed security guard and watchman services in accordance with these specifications for the Ohio Department of Transportation (ODOT) District 7, Sidney and District 8, Lebanon Office Complexes as listed herein from March 01, 2008 through February 28, 2011.

II. SERVICE LOCATIONS AND CONTACT PERSONNEL:

District 7 Complex
1001 St. Mary's Ave
Sidney, OH 45365
Lonnie Falknor, Facilities Superintendent
(937) 497-6730

District 8 Complex
St. Rt. 741
Lebanon, OH 45036 - 0272
John Burnie, Facilities Manager
(513) 933-6537

III. CONTRACTOR'S GENERAL REQUIREMENTS:

A. Recognition of Purpose:

The Contractor shall insure that all security guards are aware that their primary purpose is to maintain order, protect clients, staff, visitors and property from harassment, injury, damage or theft, and to call appropriate law enforcement agencies and/or fire/medical-rescue departments when necessary.

B. Contractor's Corporate Requirements:

1. Contractor must be licensed by the state of Ohio for private investigation and watch/guard services, and must comply with section 4749 of the Ohio Revised Code.

2. Guards must be registered with the Ohio Department of Commerce and must have in their possession a current identification card issued by the Ohio Department of Commerce.

3. The Contractor herein agrees not to enter into any Subcontracts for the performance of this Contract.

4. Company agrees to furnish to the agency weekly written reports on the activities of the guard(s).

C. Contractor's Guard Personnel Requirements:

1. All guards must be without physical or mental defects or abnormalities, which would interfere with the performance of duties.

2. All guards are required to comply with the general work rules set forth by the agency for the assigned facility applicable to them as part of this Contract. A copy of the general work rules is available from the agency/service location contact person.

GENERAL REQUIREMENTS

C. Contractor's Guard Personnel Requirements: (Cont'd)

3. A complete and thorough background check shall be performed on all persons (see Section III, Item C, Part 3, Paragraph e) who will be employed as guards/supervisors for this Contract. The investigation shall be conducted by the Contractor and shall be submitted to the agency for approval prior to assignment of the guard/supervisor to the Contract location(s). Bidders will have five (5) working days, upon notification from Procurement Services, to provide documentation for Section III, Item C, Parts 3 and 4. Failure to provide the required documentation within the five (5) working days shall deem your Bid non-responsive and no further consideration for award shall be given.

This investigation shall consist of the following items:

a. A complete check of the applicant's employment record for the last ten (10) years as a minimum. If the applicant does not have ten (10) years of employment history, the employment records check shall be based on the number of years of employment history.

b. Complete a national (multistate) police/records check, including a check of fingerprint files on the national basis.

c. Interviews with three (3) personal references who have known the applicant for five (5) or more years.

d. Interviews with neighbors in the area of residence.

e. The Contractor shall supply, to the agency, a list of the guards who will be assigned to the Contract location(s) and all guards that may be used as replacements in case of sickness, vacations, or turnover. All new guards shall be subject to Section III, Item C, Part 3.

f. The Ohio Department of Transportation may request an interview with each guard prior to assignment.

4. All guards shall meet the following minimum qualifications prior to being assigned to this Contract. The successful Contractor shall submit documentation, for Section III, Item C, Part 4, Paragraphs a thru e, to the agency for approval prior to a guard starting at the site.

a. Each security guard shall possess a minimum of a high school diploma or a G.E.D. certificate.

b. A minimum of three (3) months experience as a security guard licensed with the Ohio Department of Commerce.

c. Sufficient training to understand and comply with the following standards or rules but not limited to:

1) Weapons restrictions (see Section III, Item D).

2) Legal rights and responsibilities for security guards set forth by the Contractor and/or any applicable laws, rules, and regulations.

3) Uniform requirements.

4) Site orientation, duties, and functions as stated herein.

GENERAL REQUIREMENTS

C. Contractor's Guard Personnel Requirements: (Cont'd)

d. Sufficient training to effectively perform and/or administer service in the following functions but not limited to:

1) Emergency and safety procedures.

2) Report writing - daily shift reports and incident reports.

3) Operation of the telephone system.

4) Employee identifications and admittance.

5) Utilization and operation of a hand held fire extinguisher and fire prevention procedures.

6) Ability to register guests.

e. Contractor shall provide the agency with a training manual used by the Contractor and certification that guards assigned to this Contract have completed this training.

f. The ability to maintain poise and self-control under stress.

g. The ability to meet and deal with the public in a professional and cordial manner.

5. Guards must be in complete security guard/watchman type uniforms with appropriate head covering, and present a neat and well-groomed appearance. Uniform, and necessary supplies (e.g. paper, pencils, etc.), and all other equipment to be furnished by the Contractor. Shoes shall be low quarter or high top laced with police or plain toe and standard heel. The uniform and related equipment of all security guards shall be kept neat, clean and in good condition. The Contractor shall supply all weather gear (raincoat and overcoat) to each location for the use of the security guards for exterior patrolling.

a. The Contractor shall guarantee that each guard has two (2) or more complete uniforms, shoes not included and that worn uniforms are repaired or replaced.

b. The Contractor shall provide the agency with a diagram displaying the attire of a properly uniformed security guard.

6. The Contractor shall guarantee that each guard shall possess, at all times, on his or her person:

a. One (1) current identification card, with photograph no more than two (2) years old and an expiration date signifying that the security guard is employed by the Contractor. The I.D. card shall be clipped to the outer duty uniform, if required by the agency.

b. One (1) nameplate with legible 1/4" to 1/2" letters, of uniform size and colors, worn on the outer garment over the right breast pocket.

c. One (1) operating timepiece.

d. One (1) operable pen and one (1) operable pencil.

e. One (1) notebook.

f. The necessary emergency phone numbers, including the police and fire departments, and the agency's and Contractor's emergency numbers, etc.

g. Any other item deemed necessary by the agency that has not been stipulated herein.

GENERAL REQUIREMENTS

C. Contractor's Guard Personnel Requirements: (Cont'd)

7. The Contractor shall insure that each guard working the second or third shifts possess at all times one (1) operable flashlight (standard 3 "D" cell) with belt holder.

8. The Contractor shall provide all guards with sufficient on-site training to perform the Contract functions before assignment of any guard to the Contract site.

9. Emergency Security Services: Upon request by the agency, the Contractor shall provide emergency security services to the Contract site within two (2) hours of such request.

10. The Contractor shall maintain an established facility which operates as a security service business in compliance with ORC 4749, and which is properly identified as a business entity. The Contractor shall provide and maintain twenty-four (24) hour communication capability, i.e. pagers, radios, etc., between guard stations, the mobile patrol, and the Contractor's supervisory office. The State reserves the right to visit business location/facility of Contractor to insure the Contractor's capability to provide specified service, prior to and after making any award.

D. Guards shall not be permitted to carry any unauthorized material and/or equipment, such as chemical agent devices, guns, knives, "come-alongs", or other such non-standard items.

E. Contractor shall have an established ongoing training program. After assignment to this site the Contractor will provide a minimum of 16 hours per year (4 hours per quarter) of training. Documentation of instruction is to be submitted to the agency on a quarterly basis. Documentation is to be attendance sheets signed by the instructor. Failure to do so may be reason for cancellation.

F. Supervision of Guard Personnel:

1. It shall be the responsibility of the Contractor to assign guards to the Contract location(s) and to provide for the supervision and training of all assigned guards.

2. The Contractor shall post a weekly schedule of guard and supervisor work assignments at the main guard station or agency designated area.

3. The Contractor shall provide uniformed field supervisors/operations managers who will be available to confer with designated representatives of the State.

4. The supervisors/operation managers shall provide close supervision of the security guards, shall verify that guards are on duty when scheduled and shall be available to confer with agency representatives at any time.

5. The Contractor shall have management personnel visit each work site, in a random pattern, at least four (4) times a month (once a week). Where applicable, at least two (2) visits a month shall be on a weekend. At least two (2) visits a month shall be on second or third shift. During the visits, each guard shall be inspected for appearance, efficiency of work, and knowledge of duties performed at the Contract site. The Contractor shall promptly resolve any problems identified to the satisfaction of the agency. A written report of the inspection shall be submitted to the agency within five (5) working days.

6. All operations managers shall have the qualifications of the guard personnel as stated in Section III, Item C, Part 4, and shall have a minimum three (3) months experience in the supervision of security operations and personnel. This will be verified and approved by the agency prior to assignment of such personnel. This may be verified by way of a resume.

GENERAL REQUIREMENTS

G. Operations Manual:

1. Within ten (10) days after award of Contract, the Contractor shall prepare and submit to the agency for their approval an operations manual clearly outlining the functions and duties of the guards as stipulated herein. Once the agency approves the operations manual, it shall be distributed to all concerned parties. The manual may be reviewed in the future to amend the duties of the guards. Any changes in duties shall be agreed upon in writing by the agency and the Contractor. Any such change shall not change the Contract price of the service. All manuals and procedures become the property of the State upon termination of this Contract.

2. Within one month after commencing the guard operation, a security official shall prepare a security survey, which will be a detailed study of the facilities and its security. It shall cover areas such as fire protection, proper lighting, key control, personnel safety, identification systems, etc. This survey shall be updated periodically depending upon the need.

H. Removal from Duty: The facility manager or authorized agency representative reserves the right to request the removal and replacement of any guard, which he/she feels is not performing their duties properly. The replacement of the guard shall be accomplished within two (2) hours of such notification.

I. Guard Replacements: The Contractor shall be responsible to provide replacement guard personnel due to sickness, personal emergencies or vacations of assigned guard personnel in sufficient time to insure continuity of service. All replacement guards shall comply with Section III, Item C.

J. The State reserves the right to cancel the Contract based upon negligent conduct, gross or repeated non-performance of written and/or oral instructions, or noncompliance with any specifications set forth in this Bid or any ensuing Contract. The agency/state institution shall submit evidence of the aforementioned to Procurement Services.

K. Guards are required to perform their duties in accordance with the Contract requirements as stipulated herein. The Contractor shall be held responsible for any incident caused by the negligence of the guards while performing their duties.

L. The State reserves the right to perform unannounced inspections of guard services at any time.

M. It is the sole responsibility of the agency that all relevant documents required herein are submitted by the Contractor as requested, and to verify the accuracy of the information.

N. The Contractor shall provide a minimum of eight (8) hours of on site training to each new guard before assignment to site.

O. The supervisors/operations manager shall provide close supervision of the security guards, and shall verify that guards are on duty when scheduled, and shall be available to confer with site supervisor at any time. Verification of guards on duty will be by way of a formal sign-in sheet listing the name of each guard and supervisor/operations manager along with their time-in and time-out. There will be one (1) sign-in sheet per shift and all sign-in sheets are to be submitted to the ODOT Site Supervisor by 8:00 A.M., Monday through Friday. A weekly work schedule will be submitted to the ODOT Site Supervisor on a weekly basis.

P. The Contractor shall provide warning signs and window decals to be placed at strategic locations throughout the complex to indicate that the complex is under the protection services of said security company.

Q. The Contractor must meet minimum staffing requirements in order to provide guard coverage without working security officers for extended periods of time per day or more than forty (40) hours per week. Unless approved by the agency, no guard shall work more than twelve (12) hours straight without being off-duty for eight (8) hours. Unless approved by the agency, no guard shall work more than forty (40) hours maximum in a one week time frame.

GENERAL REQUIREMENTS

IV. WAGES:

A. The Contractor shall pay security guards no less than a minimum hourly rate of $ 8.08 per hour. This rate is related to the median wage for unarmed security guards as reported by the U.S. Department of Labor (BLS) and the Ohio Department of Jobs and Family Services (ODJFS). Wage survey information is available at the following Federal and State websites: http://www.bls.gov and http://www.lmi.state.oh.us.

This specified minimum wage rate will remain the same for the duration of the Contract, and any ensuing extension(s), unless the Federal and/or State Minimum Wage exceeds this amount. In that event, the Federal and/or State Minimum Wage shall prevail. The Contractor is not required to use this minimum wage as an upper limit for what is paid to the Contractor guard staff assigned to this Contract.

B. Upon request by the agency, the Contractor shall provide payroll records for guards employed at the Contract location(s), to verify that guards are being paid at the specified minimum wage.

V. STATE HOLIDAYS:

The following is a list of the State holidays.

January 1	New Year's Day
Third Monday in January	Martin Luther King Day
Third Monday in February	Presidents' Day
May 30	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
Second Monday in October	Columbus Day
November 11	Veterans' Day
Fourth Thursday in November	Thanksgiving Day
December 25	Christmas

All holidays that occur on Saturday will be observed by the state of Ohio on the preceding day (Friday). All holidays that occur on Sunday will be observed by the state of Ohio on the following day (Monday).

SITE SPECIFIC SPECIFICATIONS

I. SCOPE

The purpose of these specifications is to obtain professional security service to protect the buildings, contents, and surrounding grounds for the Ohio Department of Transportation (ODOT) District 7, Sidney and District 8, Lebanon Office Complexes as listed herein.

II. DISTRICT SEVEN COVERAGE REQUIREMENTS:

Ohio Department of Transportation
District 7 Complex
1001 St. Mary Ave.
Sidney, OH 45365

A. Guard Coverage: One (1) guard assigned to each of the following shifts to cover all locations at the facility.

Second and Third shift coverage is required 365 days per year. Twenty-four (24) hour coverage is required only on Saturday, Sunday and all ten (10) State holidays:

1st Shift: 8:00 a.m. to 4:00 p.m. – required only on Saturday, Sunday, and State holidays
2nd Shift: 4:00 p.m. to 12:00 Midnight - Seven (7) days per week
3rd Shift: 12:00 Midnight to 8:00 a.m. - Seven (7) days per week

B. Responsibilities of Guard(s):

1. Permit only authorized persons to enter the complex.

2. Control and maintain a record of all visitors to and from the complex showing "Time-In" and "Time-Out", purpose of visit, and all other information as required. Record shall be submitted upon request to the agency contact person.

3. Protect property from sabotage, fire, accidents, theft, and vandalism and be alert to trespassers and suspicious persons and activities.

4. Observe the complex parking lots, reporting theft, vandalism, suspicious persons, or activities. Guards shall request assistance from the proper authorities as needed.

5. Alert the proper authorities in the event of fire, accident, crime, or other emergencies, or abnormal building conditions found on security rounds.

6. Submit a written report to the complex superintendent, at the end of each tour of duty, covering all unusual incidents or security problems.

7. Answer the telephone according to ODOT instructions, after the complex switchboard has closed.

8. Monitor the complex communication system for weather reports, alerting proper authorities in the event of adverse weather conditions, answer radio as required, etc.

9. Monitor pressure gauges in boiler system.

10. Dispense gasoline to authorized vehicles as required.

11. Maintain fuel accountability in all fuel storage tanks by maintaining fuel-dispensing records (MT-22) and stick measurements at the end of each shift. Accountability records shall be completed by each shift.

12. Monitor complex throughout by walk-through inspection on each shift. Record inspection by keying recording clock (supplied by Contractor) at each key station. Check all windows and doors for security. Security and inspection tour shall be made at intervals not exceeding four (4) hours.

SITE SPECIFIC SPECIFICATIONS

III. DISTRICT EIGHT COVERAGE REQUIREMENTS:

Ohio Department of Transportation
District 8 Complex
St. Rt. 741 (one-half mile south of St. Rt. 63)
Lebanon, OH 45036

A. Guard Coverage: One (1) guard assigned to each of the following shifts to cover all locations at the facility.

Twenty-four (24) hour coverage weekdays, Saturdays, Sundays and all ten (10) State holidays:

1st Shift: 8:00 a.m. to 4:00 p.m. - Seven (7) days per week
2nd Shift: 4:00 p.m. to 12:00 Midnight - Seven (7) days per week
3rd Shift: 12:00 Midnight to 8:00 a.m. - Seven (7) days per week

B. Supervisor

The supervisors shall not be assigned to work a regular shift at the district complex, but may relieve as required under Section III of Contractor's General Requirements.

C. Responsibilities of Guard(s):

1. Permit only authorized persons to enter the complex.

2. Control and maintain a record of all visitors to and from the complex showing "Time-In" and "Time-Out", purpose of visit and all other information as required.

3. Protect property from sabotage, fire, accidents, theft, vandalism, and be alert to trespassers, suspicious persons, and activities.

4. Observe the complex parking lots, reporting theft, vandalism, suspicious persons, or activities, requesting assistance when needed.

5. Alert the proper authorities in the event of fire, accident, crime, or other emergencies.

6. Submit a written report to the complex superintendent, at the end of each tour of duty, covering all unusual incidents or security problems.

7. Answer the telephone according to ODOT instructions, after the complex switchboard has closed. Take and relay emergency messages to ODOT staff using public service telephone and ODOT two-way radio.

8. Monitor complex communication system for weather reports, alerting proper authorities in the event of adverse weather conditions, answer radio as required, etc.

9. Monitor pressure gauges in boiler system.

10. Dispense gasoline to authorized vehicles as required.

PRICE SCHEDULE

To provide unarmed, uniformed, security guard services for the Department of Transportation, District 7 and District 8 Office Complexes, in Sidney and Lebanon, Ohio as stated herein, from March 01, 2008 through February 28, 2011.

Bidder's quoted cost per hour is to include the minimum wages, as stated in General Requirements, Section IV, and any direct/indirect costs required by the Contractor to provide the services as stated herein.

OAKS ITEM ID	GUARD SERVICES FOR ODOT DISTRICT 7, SIDNEY	ESTIMATED CONTRACT HOURS/YEAR	COST PER HOUR
9169	03/01/08 thru 02/28/09 UNARMED SECURITY GUARD	* 6,752	$ 11.54 PER PERSON PER HOUR
9169	03/01/09 thru 02/28/10 UNARMED SECURITY GUARD	* 6,752	$ 11.54 PER PERSON PER HOUR
9169	03/01/10 thru 02/28/11 UNARMED SECURITY GUARD	* 6,752	$ 11.54 PER PERSON PER HOUR

OAKS ITEM ID	GUARD SERVICES FOR ODOT DISTRICT 8, LEBANON	ESTIMATED CONTRACT HOURS/YEAR	COST PER HOUR
9171	03/01/08 thru 02/28/09 UNARMED SECURITY GUARD	** 8,760	$ 11.54 PER PERSON PER HOUR
9171	03/01/09 thru 02/28/10 UNARMED SECURITY GUARD	** 8,760	$ 11.54 PER PERSON PER HOUR
9171	03/01/10 thru 02/28/11 UNARMED SECURITY GUARD	** 8,760	$ 11.54 PER PERSON PER HOUR

As a baseline for any future cost increase requests, Bidders shall indicate as a percentage of the total cost per hour, what the cost elements are for calculating the cost per hour. Sum of percentages must equal one hundred percent.				
Administrative Cost	Labor Cost	Training Cost	Supplies Cost	"Other" Cost(s) Identify: (Benefits)
3 %	80 %	2 %	12 %	3 %

* Estimated Contract hours formula: [(2nd/3rd shift: 16 hrs/day X 355 days/year = 5680 hrs/year) plus (1st shift weekends: 8 hrs/day X 2days/weekend X 52 weeks/year = 832 hrs/year) plus (holidays: 10 holidays X 24 hrs/day = 240 hours/year)] = 6,752 hours per year.

** Estimated Contract hours formula:[(24 hrs/day) X (365 days/year)] = 8,760 hours/year

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID CONTRACT NO.: OT905008-1 (02/28/11)

0000148012
Corporate Security Solutions, Inc.
130 East Wilson Bridge Road, Suite 320
Worthington, Ohio 43085

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Curt Koslovsky

Telephone: (888) 462-7780
FAX: (616) 464-7355

E-mail: ckoslovsky@gocss.com

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS: E-MAIL: ckoslovsky@gocss.com

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