INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.	BIDDER NAME
BID NUMBER: RS900012 / OPENING DATE (1:00 p.m.): MAY 20, 2011	STREET ADDRESS ☐ Check if remit address is different and list on separate sheet
	CITY / STATE / ZIP
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk	COUNTY / MBE/EDGE CERTIFICATE NUMBER
	TELEPHONE NO. ( ) / TOLL FREE NO. 1 - ( )
	CONTACT PERSON / FAX NO. ( )
REQ./INDEX NO. GDC150 / BID NOTICE DATE MAY 13, 2011	CONTRACTOR'S E-MAIL ADDRESS

SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)

☐ E-Mail ☐ Fax

In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%,10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". ____%, _____Days, Net 30 Days

PARTICIPATING AGENCY(IES): ALL STATE AGENCIES, AND PROPERLY REGISTERED COUNTIES, TOWNSHIPS, MUNICIPAL CORPORATIONS, REGIONAL TRANSIT AUTHORITIES, REGIONAL AIRPORT AUTHORITIES, PORT AUTHORITIES, SCHOOL DISTRICTS CONSERVANCY DISTRICTS, TOWNSHIP PARK DISTRICTS AND PARK DISTRICTS, PURSUANT TO SECTION 125.04(B) OF THE OHIO REVISED CODE, THE COOPERATIVE PURCHASING ACT. STATE UNIVERSITIES, STATE VOCATIONAL SCHOOLS, STATE COMMUNITY COLLEGES OR OTHER INSTITUTIONS OF HIGHER EDUCATION MAY USE THESE CONTRACTS. SUCH USE HOWEVER, IS BASED UPON EACH ENTITY'S PROCUREMENT AUTHORITY.

ADDENDUM FOR CHANGE
ADDENDUM NO.: 1
REVISION DATE: 05/13/11

THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:

UNIFORMED, ARMED AND UNARMED SECURITY GUARD SERVICES

Attached are pages 3, 8, 13-17 to this Invitation to Bid. Remove the corresponding pages from the existing bid and replace with the attached.

As indicated herein this addendum is issued to notify Bidders of modifications to specifications. The evaluation was changed to accommodate Bidders to Bid Unarmed and/or Armed Security Services per District. District 8 has been removed from Bid and pagination has occurred.

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.

SITE VISIT: Prior to submitting their Bid Response, the Bidder should visit the agency(ies) they are bidding in order to survey the facility(s) and to become familiar with the requirements of the Bid. The Bidder must contact each agency(ies) to schedule an appointment. To schedule an appointment, please contact the agency contact person at the phone number or email address given in Attachment 1. Once a Contract is awarded, failure of the Bidder to have requested a site visit to become familiar with the facility and requirements of the Bid will be insufficient reason to support any request to be released from the Contract. Subsequent to touring the facility, all questions relevant to this Bid must be submitted as prescribed below in the Specification Questions paragraph.

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 may result in the Bidder being deemed as not responsive and the Bid Response may be immediately disqualified with no further consideration given.

* **EVALUATION**: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, for each specific District, the State will multiply the Estimated Annual Hours times Unarmed Security Price Per Hour, plus add the Estimated Annual Number of Random Mobile Checks times Unarmed Security Guard Cost per Random Check, plus add Estimated Annual Supervisor Hours times Unarmed Supervisor Price per Hour, plus add Supervisor Estimated Random Mobile Checks times Unarmed Supervisor Cost per Random Mobile Checks. The sum of all totals per district will determine the low lot total.

In addition, for each specific District, the State will multiply the Estimated Annual Hours times Armed Security Price Per Hour, plus add the Estimated Annual Number of Random Mobile Checks times Armed Security Guard Cost per Random Check, plus add Estimated Annual Supervisor Hours times Armed Supervisor Price per Hour, plus add Supervisor Estimated Random Mobile Checks times Armed Supervisor Cost per Random Mobile Checks. The sum of all totals per district will determine the low lot total.

Estimated Random Checks for each District are currently at zero (0). An evaluator of two hundred and sixty (260) will be used for the evaluation. Bid Districts that have zero (0) Estimated Hours for Armed and Unarmed Services; an evaluator of one hundred (100) will be used for the evaluation. Supervisor Estimated Hours are currently at zero (0); an evaluator of one hundred (100) will be used for the evaluation. It is optional to Bid one or more Districts and/or Unarmed or Armed Security Services.

* **CONTRACT AWARD**: The Contract will be awarded separately to the lowest responsive and responsible Bidder for armed and unarmed services by District. A single Contractor can be awarded both armed and unarmed.

CONTRACT RENEWAL: See Article S-6. Contract Renewal: This Contract may be renewed solely at the discretion of DAS for a period of one month. Any further renewals will be for an appropriate period of time by agreement. The cumulative time of all renewals may not exceed thirty six (36) months unless DAS determines that additional renewal is necessary.

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.

* Indicates change.

3) Uniform requirements.

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

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

1) Emergency and safety procedures.

2) Operation of the facility's telephone system and/or cellular telephone.

3) Employee identifications and admittance.

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

5) Report writing – daily shift reports and incidents reports. Requires English language skills and math skills sufficient to complete the required reports.

6) Ability to register guests.

d. Security guards must have the ability to maintain poise and self-control under stress.

e. Security guards must have the ability to meet and deal with the general public in a professional and cordial manner.

E. Armed Guard Qualifications:

1. Guards shall have completed the necessary Ohio Peace Officer Training to qualify for carrying firearms. The Contractor and guards shall also comply with all provisions of the federal, state and local laws regarding the licensing and carrying of firearms. During the term of the contract, guards shall be re-certified, as required by the state law.

2. Guards will be armed with a side arm and ammunition furnished by the Contactor. Guards must have demonstrated proficiency in the use and safe handling of the side arm they carry.

3. Armed guards must carry a valid Firearms Bearer (F.A.B.) card issued by the Ohio Department of Public Safety, Ohio Homeland Security, with the current guard company, prior to being assigned to any state facility listed in this Contact.

4. Guards must report to their assigned agency location with their weapon(s).

F. Background Checks:

Upon award, an agency may conduct an investigation which may consist of the following items:

a. A complete check of the applicant's employment record for a minimum of proceeding ten (10) years. 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, and so noted in the report.

Complete a national, multi-state police/records check, including a check of fingerprint files on the national basis. A complete fingerprint file shall be submitted to the using agency.

c. Interviews with three (3) personal references that have known the applicant for five (5) or more years. If requested, copies of the interviews are to be made available to the agency.

d. Interviews with neighbors in the area of residence.

e. The Contractor is responsible for providing documentation showing that national (multi-state) background checks and investigations were performed on each guard to be used for the Contract. This is to include any back-up personnel used to fill vacations, emergency leave or any other contingency that might arise. The Contractor is responsible for the cost of the aforementioned checks and investigations, and providing this

documentation. As part of the evaluation process, the Contractor will have five (5) working days notification from the agency, to provide this documentation. All new guards shall be subject to background checks.

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AGENCY SPECIFICATIONS AND REQUIREMENTS

2. The State will only pay a proper invoice for hours worked by Contractor guard personnel possessing credentials currently valid at the time the work is performed. If it is discovered, after work has been performed, that assigned Contractor personnel did not possess current valid credentials, the State will decline invoice payment and will charge-back the Contractor for all hours worked by the uncertified guard staff.

3. All security guards, both primary and designated back-up personnel, must reside within a travel proximity to their assigned OIC location(s) that they can typically arrive on site within two (2) hours of notice to report for duty.

4. The Contractor must provide each designated OIC facility contact person with the Contractor's written procedure for Contractor personnel giving notice to both the assigned facility and to the Contractor, when reporting off-work. Such written procedures shall also detail the Contractor's procedures to secure back-up personnel in a timely manner to either eliminate any lapse of guard coverage or to limit the lapse of coverage to less than two (2) hours. The Contractor shall be responsible to notify the designated OIC facility contact person of any pending lapse of guard coverage and when coverage will resume. The Contractor must provide each designated OIC facility contact person with a contact person and contact number accessible on a twenty-four hour basis to notify the Contractor of an emergency situation requiring additional guard coverage or to report a lapse of coverage.

5. In the event that the Contractor fails to provide armed security guard service within two hours of notification of an emergency situation and/or a coverage lapse, the State will procure armed security guard service from the most convenient qualified resource. These alternative resources include, but are not limited to, local police, or sheriff departments, or Ohio State Highway Patrol officers. The State will charge-back to the Contractor all costs incurred to secure such alternative armed security guard services during the period of service lapse, as referenced under Liquidated Damages.

III. OHIO DEPARTMENT OF TRANSPORTATION (ODOT):

* A. Hours of Operation

1. District 7 Complex Hours
   1001 St. Mary Ave.
   Sidney, OH 45365

   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. All locations:

   a. Permit only authorized persons to enter the complex.

   b. 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.

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

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

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

   f. If applicable, answer the telephone according to ODOT instructions, after the complex switchboard has closed.

*Removed Complex 8, paginate.

AGENCY SPECIFICATIONS AND REQUIREMENTS

2. Complex 7 only:

   a) Monitor pressure gauges in boiler system if a problem is identified, notify site contact.

   b) Control the power to the fuel dispensers, thus controlling who is able to get fuel.

   c) 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.

   d) 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. .

C. 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 will be subject to complete and thorough background checks.

D. ODOT may request an interview with each guard prior to assignment.

E. Supervision of Guard Personnel:

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

   2. 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 appearances, 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.

F. The supervisor/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-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.

G. 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.

H. 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.

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PRICE SCHEDULE

OHIO DISTRICT	ESTIMATED ANNUAL SECURITY GUARD HOURS	ESTIMATED ANNUAL RANDOM MOBILE CHECKS	UNARMED SECURITY-PRICE PER HOUR	ARMED SECURITY PRICE PER HOUR	UNARMED SECURITY COST PER RANDOM MOBILE CHECK	ARMED SECURITY COST PER RANDOM MOBILE CHECK
1	2,380 armed 100 unarmed*	260	$	$	$	$
2	2,380 armed 2,250 unarmed	260	$	$	$	$
3	2,380 armed 100 unarmed*	260	$	$	$	$
4	9,260 armed 100 unarmed*	260	$	$	$	$
5	2,380 armed 100 unarmed*	260	$	$	$	$
7	100 armed* 9,002 unarmed	260	$	$	$	$
9	2,380 armed 100 unarmed*	260	$	$	$	$
10	2,380 armed 100 unarmed*	260	$	$	$	$
11	100 armed* 100 unarmed*	260	$	$	$	$
ALL DISTRICTS	SUPERVISOR ESTIMATED ANNUAL HOURS	SUPERVISOR ESTIMATED RANDOM MOBILE CHECKS	UNARMED SUPERVISOR PRICE PER HOUR	ARMED SUPERVISOR PRICE PER HOUR	UNARMED SUPERVISOR COST PER RANDOM MOBILE CHECK	ARMED SUPERVISOR COST PER RANDOM MOBILE CHECK
	100	260	$	$	$	$

Armed and Unarmed Supervisors Estimated Hours are currently at zero (0). An evaluator of one hundred (100) will be used for the evaluation. This rate is in addition to hourly Security Guard rates.

Estimated Random Checks for each District are currently zero (0). An evaluator of two hundred and sixty (260) will be used for the evaluation.

*Bid Districts that have zero (0) Estimated Hours for Armed and/or Unarmed Services, an evaluator of one hundred (100) will be used for the evaluation. Paginate.

ATTACHMENT 1

Detailed Usage Chart by Agency

OHIO DISTRICT	AGENCY	SERVICE LOCATION ADDRESS	ESTIMATED ANNUAL HOURS	HOURS OF GUARD SERVICE	UNARMED OR ARMED
1	OIC	2025 East Fourth St, Lima, OH	2,380	8:00am-5:00pm	Armed
2	BWC	1 Government Center, 11th fl Toledo, OH 43697	2,250	8:00am-5:00pm	Unarmed
2	OIC	One Government Center Suite 1500 Toledo, OH	2,380	8:00am-5:00pm	Armed
3	OIC	240 Tappan Drive North, Mansfield, OH	2,380	8:00am-5:00pm	Armed
4	BWC	400 3rd St, Canton, OH	2,250	8:00am-5:00pm	Armed
4	BWC	242 Federal Plaza, STE 200, Youngstown, OH 44503-1210	2,250	8:00am-5:00pm	Armed
4	OIC	161 South High St. Akron, OH	2,380	8:00am-5:00pm	Armed
4	OIC	242 Federal Plaza West, Youngstown, OH	2,380	8:00am-5:00pm	Armed
5	OIC	2130 E. Wheeling Ave, Cambridge, OH	2,380	8:00am-5:00pm	Armed
7	BWC	3401 Park Center Dr. Dayton, OH 45402	2,250	8:00am-5:00pm	Unarmed
7	ODOT	District 7 Complex 1001 St. Mary's Ave. Sidney, OH 45365	6,752	1st shift 8am-4pm, 2nd shift 4pm-12am, 3rd shift 12am-8am	Unarmed
9	OIC	1005 Fourth St. Portsmouth, OH	2,380	8:00am-5:00pm	Armed
10	OIC	12898 Grey St. Logan, OH	2,380	8:00am-5:00pm	Armed

BWC and ODOT intend to use this Contract upon inception. OIC will begin services in November 2011. All other state agencies will begin using this contract as existing personal services contracts expire, or new needs arise.

Other sites may be added or removed after award and all Bid prices are applicable to new sites.

Hours of guard services include weekends unless otherwise specified.

* Site Visit Agency Contacts

Agency	Contact Name	Contact Phone	Contact Email
BWC	Vern Davenport	(614) 728-2812	Arthur.d.1@bwc.state.oh.us
OIC	Mike Feeney	(614) 466-2091	mfeeney@ic.state.oh.us
ODOT District 7 Complex, 1001 St. Mary's Ave. Sidney, OH 45365	Bob Lenser	(937) 497-6901	N/A

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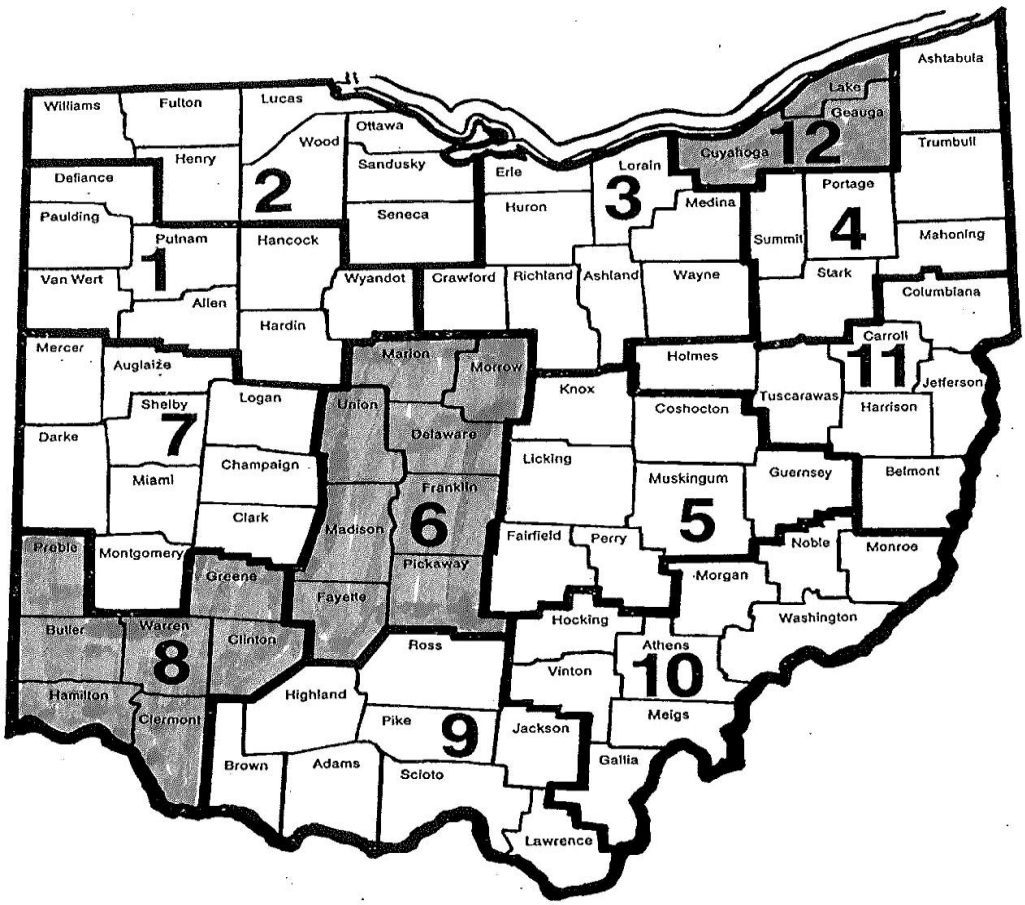
ATTACHMENT 2

Ohio District Map



Shaded Districts 6,8 and 12 are excluded from bidding. These Districts have been set aside for certified MBE Contractors.

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