

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	OPENING DATE (1:00 p.m.)	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
RS901711	MAY 20, 2011	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. ()
		CONTRACTOR'S E-MAIL ADDRESS	
REQ./INDEX NO. GDC150	BID NOTICE DATE MAY 9, 2011		
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> 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			
<p><u>PARTICIPATING AGENCY(IES):</u> 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.</p>			
<p>ADDENDUM FOR CHANGE ADDENDUM NO.: 1 REVISION DATE: 05/06/11</p>			
<p><u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u></p> <p>UNIFORMED, ARMED AND UNARMED SECURITY GUARD SERVICES</p>			
<p>Attached is page 6 to this Invitation to Bid. Remove the corresponding page from the existing bid and replace with the attached.</p>			
<p>As indicated herein this addendum is issued to notify Bidders of modifications to specifications. Districts 6, 8, and 12 will be covered under this bid. All other districts will be covered under bid number RS900012 which is an open market bid.</p>			

GENERAL SPECIFICATIONS AND REQUIREMENTS

I. SCOPE

This Invitation to Bid is being released for the purpose of securing Contractors to provide Uniformed, Armed and Unarmed Security Guard Services, according to these specifications. This Contract is available for use by all state agencies and cooperative members. Agencies shall begin using this contract upon expiration of any existing Personal Services contracts. The agencies known to begin using this Contract on July 01, 2011 are the Ohio Department of Transportation (ODOT) and the Bureau of Workers' Compensation(BWC). The Ohio Industrial Commission (OIC) will begin using this Contract on November 01, 2011.

There may be institutions not utilizing this Contract as required by State Law which falls under the Community Rehabilitation Program (CRP), O.R.C.125.60 through 125.6012.

- * This Contract will be awarded by District. It is optional to bid one or more Districts. Districts 6, 8, and 12 will be covered under this bid. All other districts will be covered under bid number RS900012 which is an open market bid. Both open market and MBE bid will be combined upon award.

Bid requirements listed under the specific agency section supersedes Bid requirements listed in other areas of this Bid document.

II. LOCATIONS AND HOURS FOR GUARDS: Reference Bid Attachment I.

III. CONTRACTOR'S GENERAL REQUIREMENTS – (Applicable to all locations)

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, theft, sabotage, fire, accidents, vandalism and to be alert to suspicious persons and activities and to call appropriate law enforcement agencies when necessary.

B. License, Certifications and Training:

1. The Contractor must be licensed by the State of Ohio for private investigation and watch/guard services, and must be compliant with all federal, state and local laws.
2. All security guards of the Contractor must be registered as mandated by state law and must have in their possession a current security identification card issued. These cards must be renewed annually.
3. If the Contractor determines that a licensed security guard of the Contractor, utilized at the institution, has any violations as outlined by state law, they must report this, with documentation, to the Ohio Department of Public Safety, Ohio Homeland Security.
3. In accordance with state law, when a security guard leaves the employment of the Contractor, the license must be turned in to the Ohio Department of Public Safety, Ohio Homeland Security by the Contractor.
4. The Contractor's security guards must have a minimum of three (3) month's experience licensed with the Ohio Department of Public Safety, Ohio Homeland Security.
5. The Contractor's security guards must recertify with the Ohio Peace Officers Training Academy (O.P.O.T.A.) under state law, showing the re-certification date, and the guard name.
6. The Contractor shall provide the agency with a training manual used by the Contractor, and certification that guards assigned to this Contract have completed the training.
7. The Contractor must submit evidence that all security guards have successfully completed the 20 hour Ohio Private Peace Officer Training Class or submit evidence of former police or military police or equivalent training compliant with the requirements of state law.

*Indicates change.