



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at wvOASIS.gov. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at WVPurchasing.gov with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 3

List View

General Information

Contact

Default Values

Discount

Document Information

Clarification Request

Procurement Folder: 1395780

Procurement Type: Central Master Agreement

Vendor ID: VS0000040167

Legal Name: Bellator Services, LLC

Alias/DBA:

Total Bid: \$254,410.00

Response Date: 03/28/2024

Response Time: 18:54

Responded By User ID: bellatorservices

First Name: Jarrett

Last Name: Jennings

Email: jjennings@bellatorservice:

Phone: 304-376-3862

SO Doc Code: CRFQ

SO Dept: 0211

SO Doc ID: GSD2400000019

Published Date: 3/29/24

Close Date: 4/2/24

Close Time: 13:30

Status: Closed

Solicitation Description: Security Guard Services - GSD Buildings

Total of Header Attachments: 3

Total of All Attachments: 3



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder: 1395780
Solicitation Description: Security Guard Services - GSD Buildings
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2024-04-02 13:30	SR 0211 ESR03272400000005478	1

VENDOR
 VS0000040167
 Bellator Services, LLC

Solicitation Number: CRFQ 0211 GSD2400000019
Total Bid: 254410
Response Date: 2024-03-28
Response Time: 18:54:08
Comments:

FOR INFORMATION CONTACT THE BUYER

Melissa Pettrey
 (304) 558-0094
 melissa.k.pettrey@wv.gov

Vendor Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Security guard services	2964.0000	HOUR	25.500000	75582.00

Comm Code	Manufacturer	Specification	Model #
92121504			

Commodity Line Comments:

Extended Description:

Building 34 - estimated annual hours

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Security guard services	2223.0000	HOUR	25.500000	56686.50

Comm Code	Manufacturer	Specification	Model #
92121504			

Commodity Line Comments:

Extended Description:

Building 53 - estimated annual hours

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Security guard services	2223.0000	HOUR	25.500000	56686.50

Comm Code	Manufacturer	Specification	Model #
92121504			

Commodity Line Comments:

Extended Description:

Building 54 - estimated annual hours

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Security guard services	2470.0000	HOUR	26.500000	65455.00

Comm Code	Manufacturer	Specification	Model #
92121504			

Commodity Line Comments:

Extended Description:

Building 55 - estimated annual hours



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Centralized Request for Quote
 Service - Misc**

Proc Folder: 1395780		Reason for Modification:	
Doc Description: Security Guard Services - GSD Buildings		Addendum No. 1	
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-03-27	2024-04-02 13:30	CRFQ 0211 GSD2400000019	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State : **Country :** **Zip :**

Principal Contact :

Vendor Contact Phone: **Extension:**

FOR INFORMATION CONTACT THE BUYER
 Melissa Pettrey
 (304) 558-0094
 melissa.k.pettrey@wv.gov

Vendor Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

Addendum No. 1 is issued to publish and distribute the attached information to the vendor community.

Request for Quotation

The West Virginia Purchasing Division is soliciting bids, on behalf of the Department of Administration, General Services Division, to establish a Contract for the services of an experienced and qualified security services contractor to recruit, train, and maintain a staff of security guards to provide security service of unarmed guards for various buildings and grounds throughout West Virginia per the bid requirements, specifications and terms and conditions as attached hereto.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Security guard services	2964.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
92121504			

Extended Description:
Building 34 - estimated annual hours

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Security guard services	2223.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
92121504			

Extended Description:
Building 53 - estimated annual hours

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Security guard services	2223.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
92121504			

Extended Description:
Building 54 - estimated annual hours

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Security guard services	2470.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
92121504			

Extended Description:
Building 55 - estimated annual hours

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Vendor question deadline @ 3:00 PM	2024-03-26

SOLICITATION NUMBER: CRFQ GSD2400000019

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Addendum is issued to publish and distribute the following information to the Vendor community.

1. To publish responses to Vendor Technical Questions, per Attachment A.

No other changes.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

Security Guard Services
Vendor Technical Questions and Responses

Q 1. Does the security vendor need to provide any specialized equipment for these locations.

A 1. The Vendor will only need to provide a uniform for the guard.

Q 2. What would be the official start date and time for the contract.

A 2. Anticipated start date for the contract is May 1, 2024. Start times may vary between location but are typically either 7:00 am or 8:00 am.

Q 3. In section 3.1.7.3.2 Drug Testing – Is there a specific company or contractor the testing is required to be performed by?

A 3. The testing provider will be at the discretion of the vendor awarded the contract.

Q 4. How long has the current provider been with you?

A 4. We are currently working under an Emergency Purchase Order as a result of cancellation of a Statewide Contract for these services.

Q 5. What was the total spend last year on security services?

A 5. Agencies spend for the previous year, for the locations to be serviced, was \$146,160.00.

Q 6. Can you provide the evaluation criteria for this solicitation?

A 6. The contract will be awarded to the lowest overall cost for all locations.

Q 7. Does the department any specific format for the response submission?

A 7. Vendor(s) response should include any information they wish to provide, and they are required to submit the completed Exhibit A – Pricing Page.

Q 8. Is this a new requirement or an on-going requirement?

A 8. Security guards have been provided from a previous Statewide Contract.

Q 9. Who is the incumbent contractor(s)?

A 10. We are currently under an Emergency Purchase Order contract with Monticola Security.

Security Guard Services
Vendor Technical Questions and Responses

Q 11. What is the current contract total value?

A 11. There is not a current contract. For prior year spend see response to Q 5.

Q 12. Are there any significant changes to coverage between the previous contract and this opportunity? (a change in hours and/or post positions?)

A 12. There will not be any foreseeable changes to the number of hours utilized under this contract.

Q 13. Are all officer positions fully staffed?

A 13. Yes.

Q 14. What is the hourly pay rate for each position and the hourly bill rate for the current incumbent company?

A 14. We do not have a current active contract.

Q 15. Will there be any training for guards prior to covering shifts at the various locations? Like orientation/site-specific training? If so, are these hours billable in addition to the set hours mentioned in the solicitation?

A 15. There will be discussion of the specific expectations for guard coverage at the locations with the on-site maintenance staff. This will include expectations of daily walk-throughs, any site specific requirements, etc. The time in discussing the requirements will be included in the initial hours. The hours on indicated in the solicitation are the Agencies best estimates of total hours for a 12-month period. Changes in State holidays may effect the actual hours utilized (i.e. granting of Juneteenth holiday, should the delivery order exclude holiday hours).

Q 16. Beyond the state and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage?

A 16. The State of West Virginia does not have a provision requiring a prevailing wage.

Q 17. Can you please provide us with the wage determination document applicable to this solicitation?

A 17. Wages are determined by the vendor. Solicitation will be awarded to the vendor bidding the lowest amount for all locations.

Security Guard Services
Vendor Technical Questions and Responses

Q 18. When our guards are placed on site, please break down the background process that will be required for them to work on the department (for example fingerprints first, walk-in appointment, EQIP, Flash card or PIV, the timeframe it takes to get through background, etc.).

A 18. Please see included Memorandum from the Division of Protective Services on background check requirements.

Q 19. Are guards allowed to work on-site if they have passed our background check and submitted paperwork to the Department?

A 19. Guards will need to complete the background check requirements of the WV Division of Protective Services (see attachment).

Q 20. Approximately how many hours of government-provided training is required for each guard assigned.

A 20. The Vendor will be required to administer the training as described in Section 3.1.7.4 of the specifications of this solicitation.

Q 21. Does the department anticipate an award date? If so, please provide the award date.

A 21. Award will be completed as soon as possible after bid opening. The anticipated start date of the resulting contract will be May 1, 2024.

Q 22. Will the department provide ample time after the announcement of the award for the new contractor to properly on-board their personnel? (i.e. 30 days or so).

A 22. It is anticipated the vendors will have an adequate supply of available personnel to fulfill the contact immediately.

Q 23. Will the department provide a debriefing upon request to the contractor after the award?

A 23. Agency is unsure of what this question is referring.

Q 24. Does the department anticipate usage of vehicles? If so, please provide the annual mileage for each vehicle?

A 24. These positions will not require the usage of vehicles. Assignments will be for single building location.

Q 25. Will the CBA document be provided at this stage?

Security Guard Services
Vendor Technical Questions and Responses

A 25. There is not a collective bargaining agreement. Award of the contract will be a “Master Agreement” from which the agency will issue Agency Delivery Orders (ADOs) for actual work.

Q 26. What is the annual scope of hours? Or how many hours of work was performed annually by the incumbent?

A 26. The hours indicated on the Pricing Page are a fairly accurate estimate of the hours for each location. Actual hours may differ based upon holidays granted during the year.

Q 27. Can the department clarify the mode of submission of bids? Can vendors submit electronically or is it only hardcopy submission.

A 27. Vendors may respond electronically through the *wv*OASIS Vendor Self Service portal (including attaching any required documentation), by fax at the number indicated in the “Instructions to Vendors,” or by having a hard copy delivered to the Purchasing Division. Any bid submission must be received in advance of the bid opening date and time.

Q 28. When does the department require the Certification of Qualification of guards to be submitted?

A 28. Should be submitted as soon as possible upon assignment of role.

Q 29. With reference to section 3.1.10 Skill level categories: Please clarify which level of guards are required for these services overall?

A 29. The Agency typically requests “Security Guard III/Shift Supervisor” due to the requirements of the position.

Q 30. Is the Supervisor position billable?

A 30. The only billable hours will be for the actual security guard. Vendors bid price should include their cost associated with the position.

Q 31. With reference to section 3.1.12: On-site Supervisory Responsibilities (for each shift): Does the department require a separate supervisor? Or one of the security guards based on the skill level will be appointed as the shift supervisor?

A 31. A separate shift supervisor will not be required.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ GSD2400000019

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:
(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Bellator Services LLC

Company



Authorized Signature

3/27/2024

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

State of West Virginia



CERTIFICATE OF SECURITY GUARD FIRM

I, Mac Warner, Secretary of State of the
State of West Virginia, hereby certify that

Jarrett Lee Jennings

of

Bellator Services, LLC
2751 S Mountaineer Hwy
Thornton WV 26440

is hereby licensed to conduct the business and engage in the business of Security Guard Firm in the State of West Virginia, under the provisions of and in compliance with Chapter 30, Article 18 of the West Virginia Code. This Certificate shall be in effect and valid from 02/16/2024 to 02/16/2026 unless suspended or revoked thereto, in accordance with the provisions of the West Virginia Code.

This license cannot be transferred



F220215009670

Given under my hand and the Great
Seal of the State of West Virginia
on Friday, February 9, 2024

Mac Warner

Mac Warner
West Virginia Secretary Of State

Secretary of State
Bldg.1, Suite 157-K
1900 Kanawha Blvd. East
Charleston, WV 25305-0770

F240209013922

Phone: 304-558-6000
866-767-8683
Visit us online:
www.wvsos.com



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Centralized Request for Quote
 Service - Misc**

Proc Folder: 1395780		Reason for Modification:	
Doc Description: Security Guard Services - GSD Buildings		Addendum No. 2	
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-03-28	2024-04-02 13:30	CRFQ 0211 GSD2400000019	3

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State : **Country :** **Zip :**

Principal Contact :

Vendor Contact Phone: **Extension:**

FOR INFORMATION CONTACT THE BUYER
 Melissa Pettrey
 (304) 558-0094
 melissa.k.pettrey@wv.gov

Vendor Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

Addendum No. 2 is issued to publish and distribute the attached information to the vendor community.

Request for Quotation

The West Virginia Purchasing Division is soliciting bids, on behalf of the Department of Administration, General Services Division, to establish a Contract for the services of an experienced and qualified security services contractor to recruit, train, and maintain a staff of security guards to provide security service of unarmed guards for various buildings and grounds throughout West Virginia per the bid requirements, specifications and terms and conditions as attached hereto.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Security guard services	2964.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
92121504			

Extended Description:
 Building 34 - estimated annual hours

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Security guard services	2223.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
92121504			

Extended Description:
 Building 53 - estimated annual hours

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Security guard services	2223.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
92121504			

Extended Description:
Building 54 - estimated annual hours

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV US		STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Security guard services	2470.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
92121504			

Extended Description:
Building 55 - estimated annual hours

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Vendor question deadline @ 3:00 PM	2024-03-26

SOLICITATION NUMBER:
Addendum Number:

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

DEPARTMENT OF HOMELAND SECURITY
CAPITOL POLICE
DIVISION OF PROTECTIVE SERVICES

Building 1, Room 152-A
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305
Telephone: 304-558-9911
Fax: 304-558-5604

Kevin J. Foreman
Director

Jack C. Chambers
Deputy Director

Memorandum

To: All State Agencies awarding contracts for vendors working at the Capitol Complex property or vendors that place employees either working on state facilities or working remotely via computer and have access to sensitive information or systems.

From: Kevin J. Foreman, Director
WVDPS Capitol Police

Ref: Instructions for individuals to obtain fingerprints spending unit responsibilities

The government entities obtaining services from vendors and contractors shall obtain a list of the individuals that will be present on the capitol complex and forward the list along with a completed and signed WVDPS Form 12-26 to this office in order for us to verify the names when we receive results from IndentoGo/Idemia. Please call the main office for an email address to send them or fax them to 304-558-5604.

Attached to this memorandum are the WVDPS Form 12-26 and Privacy Act Statement that must be given to the applicant prior to being fingerprinted. The WVDPS Form 12-26 must be completed and received by this office prior to any background information being approved. Vendor applicants must make an appointment by calling the toll free number 1-855-766-7746 or register online at www.identogo.com. Large groups can be accommodated, but prior arrangements must be made with IndentoGo. The web site lists multiple locations across the state for fingerprinting.

Payment must be received at the time of printing and the fee is the responsibility of the vendor or contractor holding the contract. Prepayment is available once an account with IndentoGo has been set up. Again, the WVDPS Form 12-26 is to be sent to Capitol Police prior to the fingerprinting at IndentoGo. All background checks must be WV State and Federal Backgrounds to be acceptable.

If you have any questions feel free to contact me at 304-558-9911.

Revised: 8/30/2021

File: 2018-012

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.²

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/ejis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

¹ Written notification includes electronic notification, but excludes oral notification.

² See 28 CFR 50.12(b).

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Scheduling an appointment:

Step by step process to schedule an appointment online:

1. Go to www.identogo.com
2. In the middle of the page, you will see "Search for services by state".
Select West Virginia from the dropdown and go,
3. Next screen, scroll down and select Digital Fingerprinting,
4. Next screen, enter the Service Code **228NY1** and go,
5. Next screen, select "Schedule or Manage Appointment",
6. Next screen, enter your essential information (Name, DOB, phone, etc.)
and select next,
7. Next screen, enter your country of birth, city of birth, state of birth, and
country of citizenship and select next,
8. Next screen, answer the personal questions and select next,
9. Next screen, enter your personal information (height, weight, gender,
etc.),
10. Next screen, enter your mailing address, then select next,
11. Next screen, select the documents you will bring to your appointment
(driver's license, passport, etc.), then select next,
12. Next screen, enter a postal code, city or state to search for location, a
list of locations will come up. Select the location for your appointment,
and select next,
13. Next screen, you will enter payment information, select next,
14. Next screen, you will be able to select your date and time for your
appointment.

*****Applicant will follow the instructions for scheduling an appointment online.*****

IMPORTANT NOTE: The applicant should print the confirmation page. If
printer is not available applicant must write down their appointment
confirmation number, then click finish.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company


Authorized Signature

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.