	Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 60130 Charleston, WV 25305-0130	State of West Virginia Centralized Request for Quote

Proc Folder: 1414117 Doc Description: Security Guard Service for Revenue Center Bldg 22		Reason for Modification:	
Proc Type: Central Master Agreement			
Date Issued 2024-04-16	Solicitation Closes 2024-05-02 13:30	Solicitation No CRFQ 0702 TAX2400000004	Version 1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name : Am-Gard Inc
Address : 600 Main Street
Street :
City : Pittsburgh
State : PA **Country :** USA **Zip :** 15215
Principal Contact : Mark E. Springer
Vendor Contact Phone: 412-781-5800 **Extension:** 215

FOR INFORMATION CONTACT THE BUYER
 David H Pauline
 304-558-0067
 david.h.pauline@wv.gov
 304-558-3970

RECEIVED
 2024 APR 32 AM 11:06
 WV PURCHASING
 DIVISION

Vendor Signature X  FEIN# 25-1438897 DATE 5-2-24

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

ADDITIONAL INFORMATION
Addendum No. 1
To provide responses to the vendor technical questions, see attached.
Bid opening date and time remains May 2, 2024, at 1:30 pm., est.
No other changes.

INVOICE TO	SHIP TO
TAX DIVISION OF PO BOX 11748 CHARLESTON WV US	TAX DIVISION OF REVENUE CENTER 1001 LEE ST E, STE 1 CHARLESTON WV US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Guard II M-F 0600 to 1730	0.00000			

Comm Code	Manufacturer	Specification	Model #
92121504			

Extended Description:
Please reference Exhibit "A" Pricing Page to input your pricing.

This position consists of 2 guards one working M-T-F and the other working W-TH of the week

INVOICE TO	SHIP TO
TAX DIVISION OF PO BOX 11748 CHARLESTON WV US	TAX DIVISION OF REVENUE CENTER 1001 LEE ST E, STE 1 CHARLESTON WV US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Guard II M-F 0900 to 1730				

Comm Code	Manufacturer	Specification	Model #
92121504			

Extended Description:
Please reference Exhibit "A" Pricing Page to input your pricing.

INVOICE TO		SHIP TO	
TAX DIVISION OF PO BOX 11748		TAX DIVISION OF REVENUE CENTER	
CHARLESTON	WV	1001 LEE ST E, STE 1 CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Guard II M-F 0800 to 1630				

Comm Code	Manufacturer	Specification	Model #
92121504			

Extended Description:
Please reference Exhibit "A" Pricing Page to input your pricing.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Vendor Technical Questions Due By 11:00 am., est.	2024-04-22

	Document Phase	Document Description	Page
TAX2400000004	Final	Security Guard Service for Revenue Center Bldg 22	4

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ TAX2400000004
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ("TAX2400000004") 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:

1. To provide responses to the vendor technical questions, see attached.
2. Bid opening remains May 2, 2024, at 1:30 pm., est.
3. 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.

**CRFQ 0702 TAX24*04 Addendum 1
Question and Answer**

1. Is Security needed on state holidays?

No, security is not needed for holidays unless requested in advance.

2. Section 4.1.1 states a primary on-site supervisor. Is one of the Guard II positions supposed to be a Guard IV position, or is this in addition to the Guard II position?

On-site supervisor shall be a Guard II position. *Guard II** – M-F 0600 to 1730

**This position consists of 2 guards, one working M-T-F and the other working W-TH of the week.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: TAX240000004

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:

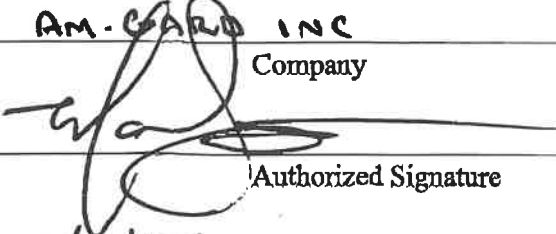
(Check the box next to each addendum received)

- | | |
|--|--|
| <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 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.

AM-GARD INC

 Company



 Authorized Signature

5/2/24

 Date

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

REQUEST FOR QUOTATION
Security Guard Services

Security Guard service for Revenue Building 22 1001 Lee Street East, Charleston, WV 25301

Security Guard Classification	Unit Price (Hourly Rate)		Total Hours		Total Cost
*GUARD II **	\$ 23.90	x	3060	=	\$73,134
GUARD II	\$ 23.90	x	2280	=	\$54,492
*GUARD II	\$ 23.90	x	2280	=	\$54,492
			Grand Total		\$182,118.00

*30-minute unpaid lunch break, and the two 15-minute unpaid breaks.

**This position consists of 2 guards one working M-T-F and the other working W-TH of the week. No overtime will be paid only at the standard hourly rate.

REQUEST FOR QUOTATION
Security Guard Services

EXHIBIT B
Shift Hours of need

*Guard II** – Monday through Friday – 0600 to 1730

*Guard II – Monday through Friday – 0800 to 1630

*Guard II – Monday through Friday – 0900 to 1730

*1/2 hour unpaid lunch

**This position consists of 2 guards one working M-T-F and the other working W-TH of the week.

SECURITY SERVICES PROPOSAL



May 2, 2024

**SUBMITTED BY AM-GARD
FOR**

**Security Guard Services for Revenue Center Bldg 22
Solicitation # CRFQ 0702 TAX240000004**

Tax Division of Revenue Center
1001 Lee Street Suite 1
Charleston, WV



Vendor Qualifications / References

Full Legal Name of Bidding Entity:

Am-Gard Inc

Date Business Established:

1983

Email- Telephone and Fax Number of entity:

**Am-Gard Inc
600 Main Street
Pittsburgh, PA 15215
Office – 412-781-5800
Fax – 412-449-0030
Primary Contact – Mark E. Springer
Email Address – mspringer@am-gard.com**

The Telephone Number where personnel of the bidding entity can be reached 24 Hours a day

412-781-5800

FEIN of Bidding Entity:

25-1438897

Number of Full-Time Employees as of August 1, 2020:

511 FT Employees

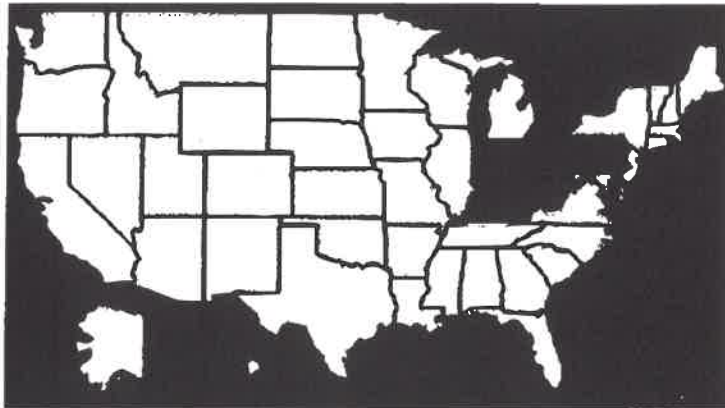
Normal Hours of Operations

Monday – Friday 9:00 AM-5:00 PM



Am-Gard's headquarters is located in Pittsburgh, and we currently provide approximately 6000+ hours per week of security services to customers throughout the region. Our customers enjoy having direct access to Am-Gard's engaged ownership and an experienced operations team led by our Director of Business and Operations Administration. For 40 years, Am-Gard has been committed to providing superior security services, ensuring a safe and secure environment at all our customer facilities. Our experience, commitment to excellence, and local heritage make Am-Gard the ideal partner to support your security and safety program.

Regional Security Services Provider



Am-Gard has been providing security guard service for over **40 years**. Incorporated in 1983, Am-Gard is a third-generation family-owned and operated Pittsburgh-based business. Today, Am-Gard has grown to be a regional security provider servicing clients in not only PA but also OH, WV, IN, and KY.

B. Am-Gard Client References

CUSTOMER	ADDRESS	CONTACT NAME & PHONE NUMBER	WEEKLY HOURS	YEARS SERVICED
Waynesburg University	51 W. College Street Waynesburg, PA 15370	Mike Humiston 724-852-3390 mhumisto@waynesburg.edu	134 HPW	22
Pittsburgh Parking Authority	232 Boulevard of the Allies Pittsburgh, PA	David Onorato Executive Director Phone: 412.560.7275 Email: donorato@pittsburghparking.com	1200 HPW	12
La Roche College	9000 Babcock Blvd, Pittsburgh, PA 15237	Mark Wilcox Director of Public Safety Phone: 412-536-1104 Email: Mark.Wilcox@LaRoche.edu	248 HPW	6
Bendix Corporation	346 Central Avenue Bowling Green, KY 42101	Tim Faulkner Facilities Manager 270-783-5137 Tim.faulkner@bendix.com	220 HPW	7



Strategic Plan for Service Delivery

For the Revenue Center, Am-Gard's proposal includes a baseline schedule that provides for additional security personnel and a regular schedule. We aim to build "Depth on the Bench" should a last-minute call-off occur. As Am-Gard grows with your institution, officers from other Charleston, WV locations will be cross-trained at Am-Gard Expense.

Site Leadership

Am-Gard has built a Site Supervisor into the proposal to ensure local leadership is provided. The Am-Gard Site Supervisor will be equipped with all time-keeping tools, such as access to Teams scheduling, so they can be proactive in advanced scheduling. Most importantly, your Site Supervisor will contact Corporate directly should any assistance be needed.

Wages

Am-Gard proposes a wage to ensure quality officers meet or exceed the desired skill set. Am-Gard lowered our margin to be competitive in the billing rate while still providing the quality of the officers.

Site Supervisor \$18.00 per hour
Security officer \$16.00 per hour

Uniforms

Am-Gard will purchase and issue uniforms according to bid specifications. Below is a photo of our existing uniform style proposed:

