



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 1

List View

General Information | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#) | [Clarification Request](#)

Procurement Folder: 1407874


Procurement Type: Central Master Agreement

Vendor ID: 00000204381 

Legal Name: SECURITY AMERICA INC

Alias/DBA:

Total Bid: \$382,137.60

Response Date: 04/24/2024 

Response Time: 10:43

Responded By User ID: Chris 

First Name: Chris

Last Name: Signorelli

Email: CSignorelli@securityameri

Phone: 3049254747

SO Doc Code: CRFQ

SO Dept: 0613

SO Doc ID: VNF2400000008

Published Date: 4/17/24

Close Date: 4/25/24

Close Time: 13:30

Status: Closed

Solicitation Description: Security Personnel for WVVNF 

Total of Header Attachments: 1

Total of All Attachments: 1



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: 1407874
Solicitation Description: Security Personnel for WVNF
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2024-04-25 13:30	SR 0613 ESR04242400000006328	1

VENDOR
 000000204381
 SECURITY AMERICA INC

Solicitation Number: CRFQ 0613 VNF2400000008
Total Bid: 382137.5999999999767169356346 **Response Date:** 2024-04-24 **Response Time:** 10:43:17
Comments:

FOR INFORMATION CONTACT THE BUYER
 David H Pauline
 304-558-0067
 david.h.pauline@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 Services	0.00000			382137.60

Comm Code	Manufacturer	Specification	Model #
92121504			

Commodity Line Comments:

Extended Description:

See Attached Exhibit "A" Pricing Page to input pricing.
Security Personnel for the WV/NF

**Exhibit A - Pricing Page - REVISED
SECURITY PERSONNEL**

Weekdays: Mon - Fri:		Day Shift			Evening Shift			Night Shift		
Item No.	Security Personnel	Estimated Hours*	Hourly Rate**	Total	Estimated Hours*	Hourly Rate**	Total	Estimated Hours*	Hourly Rate**	Total
1	Security Guard I	1		\$ -	1		\$ -	1		\$ -
2	Security Guard II	2,080	\$21.65	\$ 45,032.00	4,160	\$21.65	\$ 90,064.00	4,160	\$21.65	\$ 90,064.00
3	Security Guard III	1		\$ -	1		\$ -	1		\$ -
4	Sergeant/Lieutenant (IV)	2,080	\$23.51	\$ 48,900.80	1		\$ -	1		\$ -
Weekdays Subtotals:		Day Shift Subtotal:			Evening Shift Subtotal:			Night Shift Subtotal:		
		\$ 93,932.80			\$ 90,064.00			\$ 90,064.00		

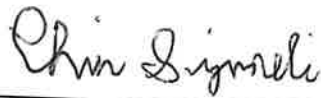
Weekends: Sat - Sun:		Day Shift			Evening Shift			Night Shift			
Item No.	Security Personnel	Estimated Hours*	Hourly Rate**	Total	Estimated Hours*	Hourly Rate**	Total	Estimated Hours*	Hourly Rate**	Total	
1	Security Guard I	1		\$ -	1		\$ -	1		\$ -	
2	Security Guard II	1,664	\$21.65	\$ 36,025.60	1,664	\$21.65	\$ 36,025.60	1,664	\$21.65	\$ 36,025.60	
3	Security Guard III	1		\$ -	1		\$ -	1		\$ -	
4	Sergeant/Lieutenant (IV)	1		\$ -	1		\$ -	1		\$ -	
Weekends Subtotals:		Day Shift Subtotal:			Evening Shift Subtotal:			Night Shift Subtotal:			
		\$ 36,025.60			\$ 36,025.60			\$ 36,025.60			
Subtotals Weekdays + Weekends:		Day Shift Subtotal:			Evening Shift Subtotal:			Night Shift Subtotal:			
		\$ 129,958.40			\$ 126,089.60			\$ 126,089.60			
										GRAND TOTAL:	\$ 382,137.60

*Estimated number of hours is not guaranteed.

**Hourly Rate must be all-inclusive. Holidays, Other Important Dates and Overtime shall be paid as stated in Specifications. All incidentals must be built in to the hourly rate as no expenses shall be paid separately.

** Shift Differential, if any, must be included in the hourly rates and will not be paid separately.

Vendor Information

Vendor:	Security America, Inc.	Printed Name:	Chris Signorelli
Address:	4700 MacCorkle Ave. SE	Title:	President
	Charleston, WV 25304	*Signature 	
Office Phone:	304-925-4747		
Cell Phone:	304-925-4747	*I hereby certify I am authorized by the Vendor to sign this document.	
Fax:	304-925-4700	Email:	csignorelli@securityamerica.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

Proc Folder: 1407874

Doc Description: Security Personnel for WVNF

Reason for Modification:

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2024-04-09	2024-04-25 13:30	CRFQ 0613 VNF2400000008	1

BID RECEIVING LOCATION

VENDOR

Vendor Customer Code: 000000204381

Vendor Name: Security America, Inc.

Address: 4700

Street: MacCorkle Ave. SE Suite 500

City: Charleston

State: WV

Country: US

Zip: 25304

Principal Contact: Chris Signatelli

Vendor Contact Phone: 304-925-4747

Extension: 103

FOR INFORMATION CONTACT THE BUYER

David H Pauline

304-558-0067

david.h.pauline@wv.gov

Vendor Signature X

Chris Signatelli

FEIN# 55-0620159

DATE 4/24/24

I offer subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

The West Virginia Purchasing Division, is soliciting bids on behalf of the WV Veterans Nursing Facility, to establish an open-end contract for Security Services per the attached specifications and documentation, see attached.

INVOICE TO

DIVISION OF VETERANS
AFFAIRS
1 FREEDOMS WAY

CLARKSBURG WV
US

SHIP TO

VETERAN'S NURSING
FACILITY
1 FREEDOMS WAY

CLARKSBURG WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Security Services	0.00000			

Comm Code	Manufacturer	Specification	Model #
92121504			

Extended Description:

See Attached Exhibit "A" Pricing Page to input pricing.

Security Personnel for the WVVNF

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Vendor Technical Questions Due By 11:00 am., est.	2024-04-15

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted emails should have the solicitation number in the subject line.

Question Submission Deadline: April 15, 2024 at 11:00 a.m.

Submit Questions to: David Pauline, Senior Buyer
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-3970
Email: David.H.Pauline@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted on or before the date and time of the bid opening listed in section 7 below. Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below. Notwithstanding the foregoing, the Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via email. Bids submitted in paper or facsimile form must contain a signature. Bids submitted in wvOASIS are deemed to be electronically signed.

Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason.

For Request for Proposal ("RFP") Responses Only: Submission of a response to a Request for Proposal is not permitted in wvOASIS. In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal prior to the bid opening date and time identified in Section 7 below, plus N/A convenience copies of each to the Purchasing Division at the address shown below. Additionally, the Vendor should clearly identify and segregate the cost proposal from the technical proposal in a separately sealed envelope.

Bid Delivery Address and Fax Number:

Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130
Fax: 304-558-3970

A bid submitted in paper or facsimile form should contain the information listed below on the face of the submission envelope or fax cover sheet. Otherwise, the bid may be rejected by the Purchasing Division.

VENDOR NAME:

BUYER:

SOLICITATION NO.:

BID OPENING DATE:

BID OPENING TIME:

FAX NUMBER:

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: April 25, 2024, at 1:30 pm., est.

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, 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.

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATE MODEL OR BRAND: Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

11. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

13. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

14. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

15. PREFERENCE: Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at: www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

15A. RECIPROCAL PREFERENCE: The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37 and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance.”

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

21. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

22. WITH THE BID REQUIREMENTS: In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

23. EMAIL NOTIFICATION OF AWARD: The Purchasing Division will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Purchasing Division with a valid email address in the bid response. Bidders may also monitor wvOASIS or the Purchasing Division's website to determine when a contract has been awarded.

24. ISRAEL BOYCOTT CERTIFICATION: Vendor's act of submitting a bid in response to this solicitation shall be deemed a certification from bidder to the State that bidder is not currently engaged in, and will not for the duration of the contract, engage in a boycott of Israel. This certification is required by W. Va. Code § 5A-3-63.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Term Contract

Initial Contract Term: The Initial Contract Term will be for a period of One Year. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to Three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Alternate Renewal Term – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

Fixed Period Contract with Renewals: This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

the contract will continue for _____ years;

the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

One-Time Purchase: The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

Construction/Project Oversight: This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

Other: Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

Open End Contract: Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

Service: The scope of the service to be provided will be more clearly defined in the specifications included herewith.

Combined Service and Goods: The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

One-Time Purchase: This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

Construction: This Contract is for construction activity more fully defined in the specifications.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

Commercial General Liability Insurance in at least an amount of: 1,000,000.00 per occurrence.

Automobile Liability Insurance in at least an amount of: 500,000.00 per occurrence.

Professional/Malpractice/Errors and Omission Insurance in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

Commercial Crime and Third Party Fidelity Insurance in an amount of: _____ per occurrence.

Cyber Liability Insurance in an amount of: _____ per occurrence.

Builders Risk Insurance in an amount equal to 100% of the amount of the Contract.

Pollution Insurance in an amount of: _____ per occurrence.

Aircraft Liability in an amount of: _____ per occurrence.

Certificate of Insurance must list as Insured:
State of West Virginia
WV Veterans Nursing Facility
1 Freedom Way, Clarksburg, WV 26301

9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

_____ for _____.

Liquidated Damages Contained in the Specifications.

Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in www.state.wv.us/admin/purchase/privacy.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Chris Signorelli, President
(Address) 4700 MacCorkle Ave. SE Suite 500 Charleston WV 25304
(Phone Number) / (Fax Number) 304-925-4747 / 304-925-4700
(email address) C.Signorelli@securityanelia.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Security Anelia, Inc.
(Company)
Chris Signorelli
(Signature of Authorized Representative)
Chris Signorelli, President
(Printed Name and Title of Authorized Representative) (Date)
304-925-4747 / 304-925-4700
(Phone Number) (Fax Number)
C.Signorelli@securityanelia.com
(Email Address)

REQUEST FOR QUOTATION

CRFQ VNF24*08

Security Services

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Veterans Nursing Facility (Agency) located at: 1 Freedom Way, Clarksburg, WV 26301 to establish an Open End Contract to obtain the services of an experienced and qualified security services contractor to recruit, train, and maintain a staff of Security Personnel to provide security services of unarmed security guards for the WV Veterans Nursing Facility in Clarksburg, WV.

CURRENT ENVIRONMENT: WV VNF is a 120-bed Long-Term Care Facility for Veterans which includes a 20-bed Unit for Veterans with dementia. The current Security Personnel need is for two (2) Security Personnel per shift 24 hours per day, every day, including weekends and holidays. Current shifts are 8 hours each. One day-time person is at the skill level of a Sergeant. All others are at the skill level of Security Guard II. Other skill levels are included in this RFQ in case of emergency needs or special events.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
- 2.1 **“Agency”** as used herein means the WV Veterans Nursing Facility and may be used interchangeably with the term “WVVNF” or “Facility”.
- 2.2 **“Breaks”** means lunch or rest periods as defined by the Fair Labor Standards Act. All shifts worked eight (8) hours or more will include a thirty (30) minute lunch break and two (2) fifteen-minute breaks. Thus, standard twelve (12) hour shifts will consist of eleven (11) worked/billable hours, a (30) minute paid lunch break, and two paid (15) minute breaks.
- 2.3 **“Contract Item”** or **“Contract Items”** means the items identified in Section 3 below.
- 2.4 **“Holidays”** means those days the Facility recognizes as holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Black Friday, Christmas Day. The holiday time starts at 12:00 midnight on the eve and ends at 23:59 on the day. Vendor employees cannot call off the day before or the day after Holiday paid time. Vendor employees calling off the day before or the day after a paid Holiday may be required to forfeit their Holiday Pay.
- 2.5 **“Mandate”** means an order, directive, requirement, or assignment. For purposes of this contract, Security Personnel may be mandated to stay and work extra hours. See Section 4 for additional information.
- 2.6 **“OJT”** means on the job training.
- 2.7 **“Overtime”** is **one and a half times** the regular hourly pay rate and commences after completion of 40 regular hours worked in a work week.

REQUEST FOR QUOTATION

CRFQ VNF24*08

Security Services

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- 2.8 **“Other Important Dates”** means those days the Facility recognizes as other important dates outside of listed holidays, to include Easter Sunday, Mother’s Day, Father’s Day, and Veterans Day. The Other Important Dates time starts at 12:00 midnight on the eve and ends at 23:59 on the day. Vendor employees cannot call off the day before, the day of or the day after an Other Important Date. Vendor employees calling off the day before, day of or the day after an Other Important Date may be required to forfeit their Holiday Pay, if any.
- 2.9 **“Pricing Pages”** means the schedule of prices, estimated order quantity, and totals attached hereto as Exhibit A and used to evaluate the RFQ.
- 2.10 **“RFQ”** means the official request for quotation published by the Purchasing Division.
- 2.11 **“Security Personnel”** means the staff provided by the Vendor to provide the services listed on this contract and may be used interchangeably with the terms “Guard”, “Officer”, “staff”, or “employee”.
- 2.12 **“Shifts”** are the regularly scheduled 8-hour time periods of work per day.
- 2.13 **“Shift Differential”** means extra pay for certain hours worked. Shift Differential will not be paid separately and must be included in the hourly rate if the Vendor wishes to include it.
- 2.14 **“Skill Level”** means the level of training, experience, and/or qualifications required for each category of Security Personnel by Title as listed in Section 3.
- 2.15 **“Twelve (12) Panel Drug Screen”** means a drug test for the presence of Amphetamines, Barbiturates, Benzodiazepines, Buprenorphine, Cocaine, Ecstasy/MDMA, Methamphetamines, Methadone, Opiates, Phencyclidine (PCP), and Propoxyphene, and THC.
- 2.16 **“Vendor”** as used herein means the company or contractor providing or bidding to provide security personnel to Agency and may be used interchangeably with the term “Bidder”.
- 2.17 **“Work Week”** means the seven (7) day period beginning on Saturday at 12:01 a.m. and ending the following Friday at midnight.
- 2.18 **“Weekend”** means the hours between Saturday at 12:01 a.m. and Sunday at midnight.
- 2.19 **“WV Cares”** means the West Virginia Clearance for Access: Registry and Employment Screening administrated by the WV Department of Health and Human Resources (DHHR) to conduct background checks on all prospective direct patient access employees.
- 2.20 **“WVVNF”** as used herein means the WV Veterans Nursing Facility and may be used interchangeably with the term “Agency”.

REQUEST FOR QUOTATION

CRFQ VNF24*08

Security Services

3. **GENERAL REQUIREMENTS:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

3.1 **SECURITY SERVICES**

3.1.1 **VENDOR QUALIFICATIONS AND REFERENCES:** To qualify to receive an award of this contract, bidders must meet the following requirements:

3.1.1.1 Vendor must be able to provide all requested Security Personnel **within ten (10) business days** of Award of this Contract and receipt of the official written request for Security Personnel.

3.1.1.2 **Failure to Provide Security Personnel: The inability to provide the requested Security Personnel within the time allotted may be grounds for contract cancellation.**

3.1.1.3 **At no time shall Agency be left without Security Personnel on any date or shift. By signing its bid, Vendor certifies that it can fulfill these obligations and supply the Contract Items contained in its bid response.**

3.1.1.4 Vendor must have been an operating business entity for at least the past three (3) years.

3.1.1.5 Vendor must have a history of providing at least five (5) security personnel at a minimum of three separate locations in the past three (3) years.

3.1.1.6 Vendor must provide at least two (2) references for whom the bidder has provided security services in the past three (3) years, to include contact name, business name, city, state, phone number and email address.

3.1.1.7 Bidders are encouraged to submit additional information on their business qualifications; please limit this additional information to a maximum of three (3) pages.

3.1.2 **VENDOR RESPONSIBILITIES:**

3.1.2.1 Vendor shall meet with Agency upon contract start and at least bi-annually thereafter. Meeting shall include Vendor's Contract Manager or assignee, CEO, President, Vice President, Owner, or other head of Security Services for the company.

REQUEST FOR QUOTATION

CRFQ VNF24*08

Security Services

- 3.1.2.2 Vendor will provide the Agency with a copy of the staffing schedule by the first day of each month.
- 3.1.2.3 Vendor's on-site Supervisor shall report to Agency's Building & Grounds Manager and Administrator.
- 3.1.2.4 Vendor shall provide Uniforms for personnel as described herein.
- 3.1.2.5 Vendor shall develop and provide training as described herein.
- 3.1.2.6 Vendor shall provide certifications of training to Agency.
- 3.1.2.7 Vendor shall enforce Agency's policies and procedures, including, but not limited to:
 - 3.1.2.7.1 No personal cell phone, computer, tablets, headphones, ear buds or other electronic device usage while on duty.
Security monitors must be continuously monitored without distraction from electronic devices, books, magazines or any other form of entertainment.
 - 3.1.2.7.2 Vendor's on-site Supervisor shall report to Agency's Building & Grounds Manager and Administrator.
 - 3.1.2.7.3 Security Personnel **MAY NOT** allow anyone to view camera footage except the Building & Grounds Manager, Administrator, Assistant Administrator, Director of Nursing and Assistant Director of Nursing.
 - 3.1.2.7.4 All Security Personnel must attend "new hire" Orientation, which includes Dementia Training, provided by the Agency during weekday hours of 8 a.m. – 4:00 p.m. for 3 days, and annually thereafter. Time spent in Orientation will be paid.
 - 3.1.2.7.5 All Security Personnel must complete Agency Orientation forms to show compliance with Policies and Procedures and knowledge of training provided during Orientation.
 - 3.1.2.7.6 Agency retains the right to require Vendor remove any Security Personnel upon request for any reason with or without cause.
 - 3.1.2.7.7 Agency may require any Security Personnel that does not follow any policy be told not to return to work at the Agency.

REQUEST FOR QUOTATION

CRFQ VNF24*08

Security Services

3.1.2.7.8 The building and grounds of the Agency are smoke-free facilities. No one may smoke, vape or use tobacco on the premises.

3.2 **SCOPE OF WORK:**

3.2.1 General Staffing: Vendor shall provide qualified, trained Security Staff to provide the following services including, but not limited to:

3.2.1.1 Security services for buildings, facilities, grounds, parking, and rights-of-ways for employees and visitors, customers, and vendors.

3.2.1.2 Emergency response (contact local law enforcement, local emergency services, etc.);

3.2.1.3 Patrol/rover monitoring services (building, grounds, parking, etc.);

3.2.1.4 Report damages, leaks, falling debris, etc.

3.2.1.5 Access control.

3.2.1.6 Assist with Missing Resident situations.

3.2.1.7 Technology control station monitoring.

3.2.1.8 Daily briefings to the agency as requested, and next shift personnel.

3.2.1.9 Other related security/monitoring services as needed.

3.2.1.10 **The service requirements require coverage for 24 hours per day, 7 days per week with a minimum of 2 Security Personnel per Shift with one being a higher skill level.**

3.2.1.11 Notwithstanding Contract Award requirements for staffing as listed in Section 3.1, Vendor must reply to the Agency's general staffing requests within forty-eight (48) hours of the submitted request to confirm the ability to supply the general staffing request.

3.2.1.12 **Vendor's inability to supply the general staffing request may be considered a vendor default under this Contract**

3.2.2 Special Staffing: Vendor may be requested to provide security for unplanned, special events ("Specials"). Such Specials can involve providing access control or security for special events, facility repairs, or construction activity.

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3.2.2.1 The service requirements may vary and may require coverage for 24 hours per day for extended periods.

3.2.2.2 Vendor must reply to the Agency's special staffing request within forty-eight (48) hours of the submitted request to confirm the ability to supply the special staffing request.

3.2.2.3 **Vendor's inability to supply the special staffing request shall be considered a vendor default under this Contract**

3.2.3 **Emergency Staffing:** In the event the Agency determines that a situation is an emergency, the Agency may request additional Security Personnel coverage.

3.2.3.1 Vendor shall provide the additional emergency Security Personnel coverage requested within eight (8) hours of the submitted request.

3.2.3.2 The service requirements may vary and may require coverage for 24 hours per day for extended periods.

3.2.3.3 Vendor must reply to the Agency's special staffing request within two (2) hours of the submitted request to confirm the ability to supply the special staffing request.

3.2.3.4 **Vendor's inability to supply the special staffing request shall be considered a vendor default under this Contract**

3.2.4 **Independent Contractor:** The Vendor and its agents shall offer services to the Agency as an independent contractor and shall accept the requirements of these specifications as the responsibilities necessary to perform the function of a commercial guard service at a professional and sustained level of service.

3.3 **TURNOVER CONTROL:**

3.3.1 Turnover in the total number of Security Personnel provided to the Agency shall not exceed 25% per annum or 30% in one quarter.

3.3.2 Should turnover exceed these limitations the Vendor shall, at their own expense, provide all training previously provided as necessary to ensure that the replacing Security Personnel possess a level of skill equal to the Security Personnel who have terminated service.

3.3.3 Vendor shall make all reasonable efforts to minimize attrition among trained qualified Security Personnel.

3.3.4 Vendor should consider offering comparable market rate wages and benefits in an effort to recruit qualified personnel and avoid turnover.

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3.4 TRANSITIONAL REPORTING AND STAFF CONTACT:

- 3.4.1 At least 15 calendar days prior to the expiration or cancellation of this contract, the Vendor shall provide the Agency with the contact information for each of the security personnel providing security service to the Agency.
- 3.4.2 The vendor shall permit the Agency and the winning bidder in subsequent bids of similar security contracts to contact the Vendor's personnel to discuss future employment with the winning bidder.

3.5 REPLACEMENT OF EQUIPMENT PROVISIONS:

- 3.5.1 The Vendor shall bear the cost of repair and/or replacement of any equipment provide by the Agency for use in performing the security services that is rendered inoperative due to misuse, or abuse by the contract employee using the equipment, (or failing to provide reasonable care and security,) or due to a failure to provide the contract employee with training sufficient to operate the equipment in a normal, safe, and effective manner.
- 3.5.2 This provision shall not apply to equipment failure mutually agreed by the Agency and the Vendor as having occurred as a result of normal use or wear.

3.6 OVERTIME, HOLIDAYS and OTHER IMPORTANT DATES:

- 3.6.1 Security Personnel may be required to work more than forty (40) hours in a work week. Any Temporary Employee working in excess of forty (40) hours per week must obtain prior authorization from the agency. Vendor shall make every effort to refrain from the need for overtime for any personnel assigned to the contract.
- 3.6.2 Vendor shall bill and Agency shall pay 1.5 times the hourly billing rate contained on the Pricing Pages for all authorized work in excess of forty (40) hours per week.
- 3.6.3 Billing shall be on a separate line item on the invoice for overtime pay.
- 3.6.4 Security Personnel shall work on days recognized as a Holiday by the Agency. Vendor shall bill and Agency shall pay 2 times the hourly billing rate for hours worked, but not more than 8 hours, on days recognized as a Holiday by the Agency.
- 3.6.5 Security Personnel shall work on days recognized as an Other Important Dates by the Agency. Vendor shall bill and Agency shall pay 1.5 times the hourly billing rate for hours worked, but not more than 8 hours, on days recognized as an Other Important Date by the Agency.
- 3.6.6 In any instance where the Agency is billed 1.5 times the hourly billing rate, Vendor must pay the employee 1.5 times the employee's normal wage.

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3.6.7 In any instance where the Agency is billed 2 times the hourly billing rate, Vendor must pay the employee 2 times the employee's normal wage.

3.7 SHIFTS and HOURS:

3.7.1 Working hours shall be 24 hours per day, 7 days per week, including Holidays and Weekends.

3.7.2 The Work Week begins on Saturday at 12:00 a.m. and ends on Friday at 11:59 p.m.

3.7.3 Weekdays begin Monday at 12:00 a.m. and end Friday at 11:59 p.m.

3.7.4 Weekends begin Saturday at 12:00 a.m. and end Sunday at 11:59 p.m.

3.7.5 Shifts are:

3.7.5.1 Day Shift 8:00 a.m. to 4:00 p.m.

3.7.5.2 Evening Shift 4:00 p.m. to 12:00 a.m.

3.7.5.3 Night Shift 12:00 a.m. to 8:00 a.m.

3.7.6 Each shift includes two paid 15-minute breaks and one paid half hour lunch break. Lunch needs to be in the building. If staffing is at the appropriate numbers, then one may leave the grounds but someone must be on duty at the cameras at all times.

3.8 FEE ADJUSTMENT CONTRACT MODIFICATION:

3.8.1 The Agency may consider, upon approval by the WV Purchasing Division, a vendor's request to increase the hourly billing rate only if the State of West Virginia minimum wage rate changes during the life of the contract and that rate change entitles the Security Personnel to an increased salary. Any adjustment shall be based on the actual dollar value of the increase, not a percentage.

3.8.2 Any request for an increase should be submitted to the Agency thirty (30) calendar days prior to the effective date of the increase. The Purchasing Division reserves the right to accept or reject the increase request and will amend accordingly or cancel and re-bid the contract. No other increases will be considered.

3.9 REPORTING REQUIREMENTS:

3.9.1 **Reporting & Documentation of Incidents:** The Vendor or his designee shall be responsible for providing both a written and oral report of any incident that occurs on any shift no later than the close of that shift period. This report shall be provided to the shift supervisor. An incident is defined as, but not limited to, the following:

3.9.1.1 Any wandering or missing Resident occurrence.

3.9.1.2 Any apparent or suspected criminal activity

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- 3.9.1.3 Any criminal or civil charges brought against the Vendor or its personnel as it may relate to the contracted service.
- 3.9.1.4 Any apparent trespass of the Agency's property.
- 3.9.1.5 Any verbal or physical confrontation amongst any contract employee, Agency employee, guests or visitors
- 3.9.1.6 Any performance failure of the Vendor.
- 3.9.1.7 Any federal, state, or county regulatory requirement in which the Vendor is in noncompliance.
- 3.9.1.8 Any equipment or system failure associated with the performance of the contracted service.
- 3.9.1.9 Any fire or unsafe condition existing within the Agency's environment and observed by or reported to a contract employee, and emergency actions taken by the contract employee to eliminate or improve such conditions.
- 3.9.1.10 Any incident in which procedures governing the safe and orderly operation of the site are violated.

3.9.2 **General Reporting Requirements:** The Vendor shall provide to the Agency written reports as identified in substance and frequency set forth below. These reporting requirements shall not be considered exclusive, and the Agency may, at its discretion, identify and request other information relating to the contracted service. All documentation submitted under this subsection will be certified by signature as being true and correct.

3.9.2.1 **Billing report:** Vendor shall submit a Billing report to the Agency and must include all timesheets for the work week, to include name, assignment, billing rate, dates, times, number of hours per day, and a total amount due and payable.

3.9.2.2 **Personnel Turnover Report:** Vendor shall submit a Personnel Turnover report to each Agency receiving services under this contract **quarterly on March 10, June 10, September 10, and December 10 of each year.**

The Personnel Turnover report shall contain the percentage of turnover the vendor experienced in its Security Personnel services provided to the Agency for each month of the quarter and for the entire quarterly period.

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- 3.9.2.3 Training report:** Vendor shall provide the Training report to each Agency receiving services under this contract on the **10th day of each month**. The training report should contain the following items: Name of the individuals completing the training, designation of classroom or on-the-job training, number of hours trained, and training topics covered.
- 3.9.2.4 Proof of License Renewal and Insurance:** Vendor shall provide proof that all applicable licenses and insurance have been renewed each year the contract is renewed.
- 3.9.2.5 Compliance and Noncompliance Reporting:** The requirements set forth in this document pertain to the form and substance in which work shall be administered. The successful Vendor shall adhere to these requirements and shall notify the Agency of any noncompliance prior to occurrence, if possible, but no later than five business days after occurrence.
- 3.9.2.6 Employment Reporting:** The Vendor shall provide the Agency with a list of all employees on a regular basis and upon request who are currently assigned to this contract, potential candidates for assignment to this contract or are temporary assignment to this contract.

3.10 SECURITY STAFF REQUIREMENTS: The requirements set forth in this section pertain to the quality and performance capability of security staff assigned to this contract service. In the event specific requirements set forth herein are in conflict with any government regulations, the government regulations shall prevail.

3.10.1 Candidate Minimum Qualifications: Each candidate Vendor considers for performance of this contract shall have the minimum qualifications listed below prior to beginning the training process. Experience may be considered as a substitute for certain minimum qualifications when appropriate. To meet the minimum qualifications for performing under this contract Vendor's employees must:

- 3.10.1.1** Be 18 years of age or older.
- 3.10.1.2** Have a high school diploma or equivalent written examination.
- 3.10.1.3** Be able to efficiently speak, read and write in the English language.
- 3.10.1.4** Have basic computer skills, including the ability to type the necessary information required for this position.
- 3.10.1.5** Be able to perform basic mathematical equations such as adding, subtracting, dividing, and multiplying, either with or without a calculator.
- 3.10.1.6** Pass a background check as outlined below.
- 3.10.1.7** Pass a physical examination and drug test as outlined below.
- 3.10.1.8** Pass a physical fitness test as outlined below.
- 3.10.1.9** Complete the required training as outlined below.

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3.10.1.10 Pass a written, validated examination developed by the Vendor that is indicative of the candidate's ability to understand and perform the duties to be assigned.

Examinations must meet criteria that impartially measure the knowledge or skills required for the particular job or class of jobs the candidate seeks or that impartially affords the employer a chance to measure the applicant's ability to perform the job or particular class of job.

3.10.2 Background Check: All potential Security Personnel proposed for service under this contract must have a complete background check performed by **WV Cares** at Vendor's sole cost. Vendor must establish an account with WV Cares for background checks and fingerprinting. All Security Personnel submitted by Vendor for service under this contract must have no record of convictions for criminal offenses (State and Federal).

3.10.2.1 The Vendor shall present the results of the background check and fingerprint validation report to the Agency for consideration prior to assigning any Security Personnel to perform under this contract.

3.10.3 Drug Testing: Security Personnel assigned to this contract must pass a Twelve (12) Panel Drug Screen prior to being assigned to perform under this contract and **annually** thereafter.

3.10.3.1 A guard is deemed to have passed the drug test if the guard is found to be free of all illegal and performance impairing substances (including alcohol).

3.10.3.2 Random drug testing can be requested by the Agency and paid for by the Agency.

3.10.4 Physical Examination: Security Personnel assigned to this contract must pass a physical examination by a licensed Physician prior to being assigned to perform under this contract.

3.10.4.1 Security Personnel are deemed to have passed the physical examination if they are found to be free from any hearing, sight or physical limitations which would prevent performance of duties as stipulated in the Medical Guidelines for West Virginia State Police, **Exhibit B** attached.

3.10.4.2 **All costs for the physical examinations will be the responsibility of the Vendor.**

3.10.4.3 The Physical Examinations shall be conducted by a licensed physician of the Vendor's choice and verification provided to the Agency upon successful completion.

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3.10.5 Physical Fitness Testing: Security Personnel assigned to this contract must pass a physical fitness test prior to being assigned to perform under this contract.

3.10.5.1 The physical fitness testing standards will require that all Security Personnel are capable of the physical tasks as stipulated in the West Virginia State Police Physical Ability Standards, Exhibit C attached.

3.10.5.2 Any costs for the physical fitness testing will be the responsibility of the Vendor.

3.10.5.3 The Physical Fitness Test will be conducted by the Vendor and verification provided to the Agency upon successful completion.

3.10.6 Testing Failure:

3.10.6.1 If a potential Security Personnel fails the physical examination, drug testing or physical fitness testing, the guard shall not be employed to perform services under this contract.

3.10.6.2 If a Security Personnel already employed to provide services under this contract fails the drug testing, Vendor shall immediately remove the Security Personnel from service under this contract.

3.10.6.3 If a Security Personnel already employed to provide services under this contract fails the physical examination or physical fitness testing in subsequent years, the guard will be required to be retested within 60 calendar days after the date of the failed test.

3.10.6.3.1 If the guard fails either test for the second time, the guard will be removed from assignment from this contract until such time as the guard can successfully pass the physical examination and physical fitness test.

3.10.7 Minimum Training Before Assignment: The Vendor must provide training to all Security Personnel before assignment to the Agency under this contract or provide evidence acceptable to the Agency that the Security Personnel has an equivalent skill level to that established in the training program.

3.10.7.1 All training and instruction shall be provided by the Vendor or Vendor's assignee at the Vendor's expense.

3.10.7.2 All training modules must have the advance approval of the Agency.

3.10.7.3 The training modules listed are to be developed by the Vendor and submitted for approval to the Agency.

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3.10.7.4 All training instructors must have experience and qualifications satisfactory to the Agency.

3.10.7.5 The required pre-assignment training includes the six modules listed below, at a minimum. Agency reserves the right to require additional training if it deems such additional training necessary.

- a. Module 1: The Security Responsibility (minimum of 2 hours)* The module shall consist of the following, at a minimum: life & safety training responsibilities, maintaining effective enforcement; maintaining proper appearance, bearing and appearance; and report writing and documentation.
- b. Module 2: The Protected Environment (minimum of 1.5 hours)* The module shall include a description of Agency's environment; details relating to the function of the life safety and security systems on site; a description of the Agency's employee/visitor relationship to be maintained; and a history of the Agency's security experience relating to past incidents.
- c. Module 3: Legal Powers and Limitations (minimum of 3 hours)* This module shall include a discussion of the philosophy of prevention versus apprehension; the concept of timely intervention in a developing situation; the limitations of arrest powers and the agency's requirements in these matters; the use of force and the need to establish ability, opportunity, and jeopardy to self and others; and the limitations on search and seizure and the Agency's requirements in these matters
- d. Module 4: Standard Operating Procedures (minimum of 3 hours)* This module shall include a description of entry-level job responsibilities pertaining to assignment to Agency's premises; basic administrative practices of the Agency; familiarization with Agency procedures and documentation practices; identification of the Agency's access-control and alarm systems; and handling confrontations on Agency's premises.
- e. Module 5: Emergency Practices (minimum of 2 hours)* This module shall include identification and discussion of types of emergencies that may occur, and the emergency response required for Resident elopement, fire detection, fire suppression and evacuation, bomb threats, power failure, vehicle accidents, personal injury/illness and workplace violence.
- f. Module 6: Review (minimum of 1 hour)*

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3.10.7.6 Minimum Training for Limited Assignment Personnel (Special and Emergency Staffing): Temporary limited assignment of Security Personnel above and beyond the normal requirement may be requested during an emergency situation or special event. Temporary limited assignment may not exceed sixty (60) calendar days. Any individual assigned as temporary must complete the following three training modules prior to providing service under this contract.

- a. Module 1: The Security Responsibility
- b. Module 2: The Protected Environment
- c. Module 5: Emergency Practices

3.10.8 On-the-job Training (OJT): During the first 60 days of assignment to the contract, the Vendor shall provide on-the-job training to all Security Personnel assigned to the contract as outlined in the modules below. Any deviations must be mutually agreed in writing. Agency shall provide "new hire" Orientation and annual refresher Orientation. Time spent in Orientation and/or OJT will be paid the same as if it were time spent working.

3.10.8.1 On-the-job training may only be conducted under the direct supervision of a qualified Security Personnel (approved by the Agency) who has by practice and experience, a working knowledge of all of the Agency's practices and procedures relating to the safety and security matters of the site.

3.10.8.2 The Vendor shall provide evidence of the completion of such training, detailing the instruction matters covered and instruction periods in each specific area upon request to the agency. The Vendor bears the responsibility of coordinating this instruction with the shift supervisor to assure the required protection level is maintained at all times.

3.10.8.3 On-the-job training will be conducted during periods when the trainee is exposed to the maximum learning opportunity as it relates to activity and the ability to participate in active occurrences under the supervision of the senior Security Personnel.

3.10.8.4 The training will involve the trainee in live performance experience in the areas identified for such time periods as may be deemed reasonable by the instructor for a trainee to learn the complexities of each task. At such time as the assigned training Security Personnel advises that the trainee has mastered the requirements of a particular area, a new area of training will be undertaken.

3.10.8.5 NOTE: In no cases shall the on-the-job training requirement be less than stated above, regardless of the entry-level experience of the trainee. The learning emphasis will be as follows:

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On-the-job Training 1: Prevention/Protection

- A. Patrol requirements
- B. Communications, Radios, Cameras and Door Alarms
- C. Hazard identification: initial action and reporting
- D. Identification systems; badges; sign-in sheets
- E. Package screening procedures
- F. Reporting requirements
- G. Visitors, Residents, Contractors, and Deliveries
- H. Response to response to alarms and emergency situations
- I. Traffic and parking control and enforcement
- J. Specific escort requirements
- K. Appearance, bearing, and demeanor.
- L. Timesheets, time clocks.

On-the-job Training 2: Enforcement

- A. Handling confrontations with Agency's employees, visitors and contractors
- B. Normal business contacts with Agency's employees, senior executives, visitors, special guests and contractors
- C. Specific post instructions
- D. Enforcement responsibilities of Agency's procedures and regulations
- E. Review of criminal law procedures regarding potential site confrontations
- F. Documentation of and preservation of evidence
- G. Limitations on search and seizure
- H. Proper report writing

On-the-Job Training 3: Emergency Procedures

- A. Basic first aid practices
- B. Firefighting practices
- C. Evacuation practices
- D. Bomb search practices
- E. Power failure practices

On-the-Job Training 4: Special Equipment Training

- A. Operation of radio communication systems
- B. Console operation practices
- C. Operation of computerized alarm and access control systems
- D. Operation of Closed-Circuit Television system for monitoring and tracking.

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Vendor shall provide to the Agency a letter or affidavit for each Security Personnel assigned to the contract certifying under the penalty of false swearing and that the Security Personnel has met all of the hiring and training requirements as set forth in the contract. **NOTE:** False swearing will be grounds for termination of the Security Personnel from assignment to this contract and/or Vendor default of contract.

3.10.10 Skill Level Categories:

Security Personnel assigned to the Agency under this contract may qualify for four (4) distinct skill level categories. A general description of each category is provided below. Vendor must validate the requirements of each category are met before personnel are assigned to work at that skill level.

Vendor shall provide Security Personnel at the skill level(s) requested by the Agency and shall continue to provide same until such time as the Agency requests otherwise.

3.10.10.1 Vendor shall provide Security Personnel within the number of days as specified in Sections 3.1 and 3.2.

3.10.10.2 If the vendor is unable to provide Security Personnel at the requested skill level, the Vendor shall supply Security Personnel with a higher skill level at the original requested skill level hourly billing rate.

3.10.10.3 Providing Security Personnel with a lower skill level than that requested is not permitted.

3.10.10.4 **Failure to Provide Security Personnel: The inability to provide Security Personnel at the skill level requested or an acceptable substitute are grounds for contract cancellation.**

Security Personnel Skill Levels:

I. Security Officer I - (Not currently used, but included in case of emergency or special event): A Security Officer I must have successfully completed the following, and a minimum of 12.5 hours of classroom training and the prescribed on-the-job training to be considered qualified to fill the least-skilled category.

- a) Security Officer Orientation
- b) Role of the Security Officer
- c) Report Writing
- d) Legal Powers and Limitations
- e) Preventing Discrimination & Harassment
- f) Emergency Procedures
- g) Bloodborne Pathogens
- h) Access Control
- i) Communications & Public Relations
- j) Customer Service

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- k) Professionalism & Ethics
- l) Use of Force
- m) Workplace Violence
- n) Site OJT

II. Security Officer II - shall have completed Security Officer 1 training and the following:

- a) Fire Safety Officer
- b) Physical Security & Loss Prevention
- c) Patrol
- d) Crime Prevention & Response
- e) Workplace Safety
- f) Advanced Report Writing
- g) Preventing Workplace Violence
- h) Emergency Situations
- i) Dealing with Aggressive Behavior
- j) Ready Response

III. Security Officer III/ Shift Supervisor - (Not currently used, but included in case of emergency or special event): shall have completed Security Officer 1 and 2 training and the following:

- a) Customer Relations
- b) Time Management
- c) Basic Investigations
- d) Cultural Diversity
- e) Strikes, Pickets, & Crowd Control

IV. Sergeant & Lieutenant IV/ Site Supervisor – shall have completed all Security Officer 1, 2 and 3 training and the following:

- a) Interpersonal Communications
- b) Managing Conflict
- c) Interviewing Witnesses & Suspects
- d) Teamwork
- e) Principals of Leadership

3.10.11 On-site Supervisory Responsibilities (for each shift):

Security Personnel of a higher skill level will be responsible for the control and accuracy of time records for all contract personnel and exercise overall supervision and direction of the security personnel. The minimum acceptable skill level for this section shall be "Sergeant".

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3.10.12 Shift Continuity:

The Vendor shall insure that resources are available for the Vendor to coordinate multiple shift operations.

Security Personnel will not leave their post until relieved by the corresponding officer posted to the next shift.

3.10.13 Alternate Replacement Personnel:

The Vendor may, from time to time, identify a need for additional alternate Security Personnel to fulfill a temporary service or relieve vacations and sickness of permanent personnel. In such instances the Vendor and Agency will evaluate the minimum skill requirements and pre-screening practices required based on the available lead time and the nature of temporary assignment to meet the service needs. Any deviation from the requirements of the contract must be agreed to in writing by the Agency and the Vendor.

3.10.14 Uniforms:

3.10.14.1 The Vendor shall provide, at Vendor's sole cost, at least five (5) pair of tactical pants, five (5) polo shirts, and seasonal outerwear for each Security Officer assigned to the contract 24 hours or more per week.

3.10.14.2 The Vendor shall provide, at Vendor's sole cost, at least two (2) pair of tactical pants and two (2) polo shirts for each Security Officer assigned to the contract 12-24 hours per week.

3.10.14.3 **No Security Personnel may be assigned to the contract without at least a one uniform shirt.**

3.10.14.4 Vendor shall supply individual printed name badges for all personnel assigned to the contract.

3.10.14.5 All uniforms, badges, insignias and logos must be approved by the Agency in regard to style, construction, color and adherence to professionalism.

3.10.14.6 Seasonal outerwear shall consist of a winter coat and hat, and a spring/fall jacket and hat, at a minimum. Both should be weatherproof with tactical pockets.

3.10.14.7 Vendor(s) are required to submit pictures of uniforms with all badges as proposed (including cold weather gear) upon request.

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3.10.15 Appearance and Personal Hygiene:

To enhance public respect and recognition, employees shall strive to keep a neat and clean appearance while on duty. It is unacceptable conduct for Security Personnel to practice poor personal hygiene or poor grooming habits while in the performance of their duties. **The Agency may request removal of any Security Personnel not following these guidelines.** The following rules shall govern the appearance and personal hygiene issues of any Security Personnel providing service to the Agency under this contract.

3.10.15.1 Male and Female Employees:

- a. Body piercings, including earrings, which is visible anytime while on duty and/or in uniform is prohibited.
- b. Necklaces may not be worn while on duty for safety reasons.
- c. A bracelet may be worn only if it contains medical information concerning the member and does not create a safety hazard.
- d. No more than one ring shall be worn on each hand except that a combination engagement and wedding band may be worn by females.
- e. Rings shall not have sharp edges that would create a hazard to the employee when wearing gloves.
- f. No personal items shall be visible from the uniform pockets except appropriate writing pens.
- g. Hairstyles that may be considered "fads" or "special hairstyles" or "designs" are prohibited.

3.10.15.2 Male Uniformed Employees:

- a. Hairstyles may be either tapered or block cut, but must be worn in a neat, conservative, and professional manner at all times.
- b. The hair length shall not fall over the ears or eyebrows, or touch the collar, except for the closely cut hair at the back of the neck.
- c. If an employee desires to wear sideburns, mustache, or beard they must be neatly groomed.

3.10.15.3 Female Uniformed Employees:

- a. Hairstyles must be worn in a neat, conservative, and professional manner at all times.
- b. Hair may be pulled back and secured with elastic bands. Hair clasps, barrettes, or other fasteners, hair nets, ribbons, beads and so forth are prohibited from being worn.
- c. Hair color shall be of a conservative shade and have no unnatural tones of color. Spraying substances, color or glitter are prohibited.
- d. False eyelashes are prohibited.

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- e. If worn, cosmetics shall be conservative and professional in appearance, understated rather than overwhelming in application and shall blend in with the natural color of the skin.

3.10.16 Subcontracts/Joint Ventures:

The Vendor is solely responsible for all work performed under the contract and shall assume prime contractor responsibility for all services offered and products to be delivered under the terms of this contract. The State will consider the Vendor to be the sole point of contact with regard to all contractual matters. The Vendor may, with the prior written consent of the Agency, enter into written subcontracts for performance of work under this contract; however, the vendor is totally responsible for all requirements of the contract, and payment of all subcontractors.

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4 CONTRACT AWARD:

4.1 **Contract Award:** The Contract is intended to provide Agency with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items **meeting the required specifications** for the **lowest overall total** as shown on the Pricing Pages. Vendor must supply all the Contract Items. Failure to provide pricing for all Contract Items may result in the vendors' bid being disqualified.

4.2 **Pricing Pages:** Vendor must complete the **Exhibit A Pricing Pages** by providing an all-inclusive hourly billing rate for each Contract Item and then multiplying the hourly billing rate times the estimated hours to get the extended amount. The total for the extended amount column should be totaled at the bottom of the pricing page to show the total cost. The Pricing Pages have been provided in Excel and formatted to automatically calculate the bid scenario. However, it is the vendor's responsibility to ensure the calculations for their bid are correct before submitting. In the event of any errors, the Unit Price shall prevail. Vendors should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bids being disqualified.

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendors should type or electronically enter the information into the Exhibit A Pricing Pages to prevent errors in the evaluation.

Vendors should enter the Total Contract Amount in wvOASIS.

5 ORDERING AND PAYMENT:

5.1 **Ordering:** Vendor shall accept orders by regular mail, facsimile, e-mail, or any other written forms of communication.

5.1.1 Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Any on-line ordering system must have the capability to restrict prices and available items to conform to the Catalog originally submitted with this RFQ. The vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

5.1.2 Vendor should provide an email address and fax number where orders may be sent.

5.2

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5.3 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. The vendor shall submit weekly invoices, in arrears, on a weekly basis, to the Business Office at the West Virginia Veterans Nursing Facility for all services provided. Vendor shall submit one invoice per week, including a copy of timesheets as backup documentation.

6 TRAVEL: It is mandatory that a vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the agency separately.

7 FACILITIES ACCESS: Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:

7.1 Vendor must identify personnel which will be issued access cards and/or keys to perform service.

7.2 Vendor will be responsible for controlling cards and keys and will pay a replacement fee of \$50 for each access card lost, stolen, or not returned to the Facility.

7.3 Vendor shall notify Facility immediately of any lost, stolen, or missing card or key.

7.4 Anyone performing under this Contract will be subject to Facility's security protocol and procedures, a copy of which is available upon request.

7.5 Vendor shall inform all staff of Facility's security protocol and procedures.

8 VENDOR DEFAULT: The following shall be considered a Vendor Default under this Contract:

8.1 Failure to perform Contract Services in accordance with the requirements contained herein.

8.2 Failure to comply with other specifications and requirements contained herein.

8.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

8.4 Failure to remedy deficient performance upon request.

8.5 The following remedies shall be available to Agency upon default.

8.5.1 Immediate cancellation of the Contract.

8.5.2 Immediate cancellation of one or more release orders issued under this Contract.

8.5.3 Any other remedies available in law or equity.

REQUEST FOR QUOTATION

CRFQ VNF24*08

Security Services

- 9 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract Manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract Manager and his or her contact information below.

Name: Cristina Gifford
Title: Field Manager
Office Phone: 304-925-4747
Cell Phone: 304-925-4747
Email Address: c.gifford@securityamerica.com

- 10 **Emergency Contact:** During its performance of this Contract, Vendor must designate and maintain an Emergency Contact responsible for any Contract issues that may arise outside of normal business hours. The Emergency Contact number must be answered or responded to within 2 hours on any given day or time, including weekends or holidays. Vendor shall supply its Emergency Contact information upon request.

Name: Cristina Gifford
Title: Field Manager
Office Phone: 304-925-4747
Cell Phone: 304-925-4747
Email Address: c.gifford@securityamerica.com

EXHIBIT B

MEDICAL GUIDELINES – West Virginia State Police

The medical selection standards established are designed to satisfy the requirements of the Americans with Disabilities Act and ensure that the standards do not unfairly exclude people from employment as law enforcement officers who are otherwise qualified. Each medical standard listed has been related to the essential tasks and are therefore validated as legitimate standards.

The medical screening guidelines are all potentially excludable conditions unless otherwise noted. Potentially excludable conditions are defined as any condition specified in the medical screening guidelines which may render a candidate incapable of satisfactorily completing the training necessary to perform the essential tasks which comprise the job of law enforcement officer.

EYES AND VISION

VISUAL ACUITY - An applicant's uncorrected distant vision may be equal to but not worse than 20/100 in the weaker eye, and shall be correctable to better than, or equal to 20/30 (Snellen) in each eye.

Means of correction must be worn on the job and must not interfere with proper fitting of a facial mask, e.g. gas mask, riot helmet, or air, or blood borne pathogen masks, etc.

Far visual acuity shall be at least 20/30 binocular with contact lenses or spectacles. Far visual acuity shall be at least 20/100 binocular for wearers of hard contacts or spectacles. Successful long-term soft contact lens wearers (six months without a problem) are not subject to the uncorrected standard.

Sufficient time must have passed (i.e., six months) to allow stabilization of visual acuity and to ensure that there are no post-surgical complications for applicants who have undergone ophthalmological procedures such as radial keratotomy or repair of retinal detachment.

VISUAL ACUITY - COLOR VISION - Candidate must pass a "controlled color discrimination test", e.g. USDOT color vision examination.

VISUAL ACUITY - DEPTH PERCEPTION - Depth perception should be sufficient to demonstrate normal stereo depth perception with or without correction to the standard: 80 ARC seconds.

EARS AND HEARING

HEARING ACUITY - Hearing is measured by use of an audiometer, the candidate should have no average loss of 25 or more decibels at the 500, 1000, 2000, and 3000 Hertz (Hz) levels in either ear with no single frequency loss in excess of 40.

ACUTE OTITIS MEDIA, OTITIS EXTERNA, AND MASTOIDITIS - If the candidate meets Hearing Acuity guidelines and the condition is resolved, then the condition is non-disqualifying.

ANY INNER/MIDDLE/OUTER EAR DISORDER AFFECTING EQUILIBRIUM, E.G. MENIERE'S DISEASE - If the candidate has historically had episodes of vertigo, he or she may require further evaluation.

NOSE, THROAT AND MOUTH

LOSS OF SENSE OF SMELL

APHONIA, SPEECH LOSS OR SPEECH DEFECTS

ABNORMALITIES OF THE NOSE, THROAT OR MOUTH - If the abnormality does not interfere with the candidate's breathing, or the proper fitting of a gas mask, then the condition is non-excludable.

PERIPHERAL VASCULAR SYSTEM

HYPERTENSION - Resting blood pressure should be less than, or equal to, 140 mmHg systolic and 90 mmHg diastolic on three successive readings. (If the candidate has controlled hypertension not exceeding the above standard and is on medication with side effect profiles which do not interfere with performance of duty as a state police officer, then the condition may not be excludable.)

Candidate must have a functional and therapeutic cardiac classification no greater than 1A, i.e., Functional Capacity I: Patients with cardiac disease and no limitation of physical activity. Ordinary physical activity does not cause discomfort. Patients in this class do not have symptoms of cardiac insufficiency, nor do they experience anginal pain. Therapeutic classification A: Patients with cardiac disease whose physical activity need not be restricted.

PERIPHERAL VASCULAR ABNORMALITY - Any condition which is severe and/or symptomatic may be excludable, e.g. arterial insufficiency, deep or superficial vein thrombophlebitis, Reynaud's Disease.

HEART AND CARDIOVASCULAR SYSTEM

CONGENITAL HEART DISEASE - If the candidate's functional work capacity is unimpaired, then the condition is non-excludable.

VALVULAR HEART DISEASE - Examples are: significant valvular insufficiency, significant septal defects (any valve), or prolapsing mitral valve (symptomatic).

CORONARY ARTERY DISEASE

ECG ABNORMALITIES - If associated with organic heart disease, including, but not limited to WPW Syndrome, ST depression, partial or complete left bundle branch blocks, 3 degree A-V block, Mobitz Type II A-V blocks, sinoatrial block or sick sinus syndrome, ventricular extrasystoles (frequent - 20/minute with exercise, 10/minute without exercise), ventricular tachycardia, atrial fibrillation or flutter, episodic supraventricular tachycardia or consistent supraventricular tachycardia at rest or persistent after exercise even if asymptomatic.

ANGINA

CONGESTIVE HEART FAILURE

CARDIOMYOPATHY

PERICARDITIS, ENDOCARDITIS, AND MYOCARDITIS

RESPIRATORY SYSTEM

THE RESPIRATORY SYSTEM MUST BE FREE OF CHRONICALLY DISABLING CONDITIONS THAT WOULD INTERFERE WITH THE CANDIDATE'S ABILITY TO PERFORM ESSENTIAL TASKS.

INFECTIOUS OR POTENTIALLY INFECTIOUS PULMONARY TUBERCULOSIS

CHRONIC BRONCHITIS

CHRONIC OBSTRUCTIVE PULMONARY DISEASE

EMPHYSEMA

RESTRICTIVE LUNG DISEASES

BRONCHIECTASIS AND PNEUMOTHORAX (current or repeated history)

PNEUMONECTOMY

ACUTE MYCOTIC DISEASES - Including, but not limited to, Coccidioidomycosis and Histoplasmosis.

ACUTE PLEURISY

MALIGNANT DISEASES - Any condition which may interfere with the candidate's ability to perform

the essential tasks of the job must be noted.

GASTROINTESTINAL SYSTEM

COLITIS - Including but not limited to Crohn's disease, ulcerative colitis, irritable bowel syndrome (symptomatic or needing medication), bacterial colitis. If the candidate's condition is controlled and is on medication with side effect profiles which do not interfere with performance of duty then the condition may not be excludable.

DIVERTICULITIS

ESOPHAGEAL DISORDERS - Including, but not limited to, esophageal stricture, lower esophageal ring and esophageal spasm. If the candidate's condition is controlled, then the condition is non-disqualifying.

PANCREATITIS

GALL BLADDER DISORDERS

ACTIVE PEPTIC ULCER DISEASE

SYMPTOMATIC INGUINAL, UMBILICAL, VENTRAL, FEMORAL, OR INCISIONAL HERNIAS

MALIGNANT DISEASE OF THE LIVER, GALL BLADDER, PANCREAS, ESOPHAGUS,

STOMACH, SMALL OR LARGE BOWEL, RECTUM OR ANUS

GASTROINTESTINAL BLEEDING

ACTIVE OR CHRONIC HEPATITIS

CIRRHOSIS OF THE LIVER

MOTILITY DISORDERS, E.G. SCLERODERMA

If any of the above or other G-I conditions are controlled, then they may be non-excludable.

GENITOURINARY SYSTEM

THE EXAMINING PHYSICIAN IS TO NOTE ANY CONDITIONS WHICH MAY INTERFERE WITH THE CANDIDATE'S ABILITY TO PERFORM THE ESSENTIAL TASKS OF THE JOB IN QUESTION.

PREGNANCY - Examining physician should record there is a pregnancy.

NEPHRECTOMY - If a candidate possesses this condition with normal natural renal function, then the condition is non-disqualifying.

ACUTE NEPHRITIS

NEPHROTIC SYNDROME

ACUTE RENAL/URINARY CALCULI

RENAL TRANSPLANT

RENAL FAILURE

HYDROCELE AND VARICOCELE (Symptomatic)

MALIGNANT DISEASES OF BLADDER, KIDNEY, URETER, CERVIX, OVARIES, BREASTS, PROSTATE, ETC.

ACTIVE VENEREAL DISEASES

URINARY TRACT INFECTION

POLYCYSTIC KIDNEY DISEASE

PELVIC INFLAMMATORY DISORDERS

ENDOMETRIOSIS

INFLAMMATORY DISORDERS, e.g. - Prostatitis, Orchitis, Epididymitis

SCLERODERMA

ENDOCRINE AND METABOLIC SYSTEMS

UNCONTROLLED THYROID DISEASE

DIABETES MELLITUS - Potential excludability requires a case by case assessment as to the control of diabetes and presence and severity of symptoms and complications.

ADRENAL DYSFUNCTION - Including, but not limited to, Addison's Disease and Cushing's Disease.

INSULIN REACTIONS

UNTREATED THYROID MALIGNANCY

MUSCULOSKELETAL SYSTEM

THE EXAMINING PHYSICIAN IS TO NOTE ANY CONDITION WHICH MAY INTERFERE WITH THE CANDIDATE'S ABILITY TO PERFORM THE ESSENTIAL TASKS OF THE JOB IN QUESTION.

DISORDERS THAT LIMIT MOTOR PERFORMANCE

CERVICAL SPINE OR LUMBOSACRAL FUSION

DEGENERATIVE CERVICAL OR LUMBAR DISC DISEASE (if Symptomatic)

EXTREMITY AMPUTATION

OSTEOMYELITIS

MUSCULAR DYSTROPHY

LOSS IN MOTOR ABILITY FROM TENDON OR NERVE INJURY/SURGERY - In an area relevant to the applicant's performing his essential tasks.

ARTHRITIS - If a candidate possesses this condition with no functional impairment, then the condition is non-excludable.

COORDINATED BALANCE

SYMPTOMATIC HERNIATED DISC

SPINAL DEVIATIONS

HEMATOPOIETIC AND LYMPHATIC SYSTEMS

HEMATOPOIETIC DISORDERS (Including malignancies), e. g. - SCD, Thalassemia, G6PD, etc.

HEMOPHILIA

NERVOUS SYSTEM

CANDIDATE MUST BE FREE OF ANY DISORDER WHICH MAY NEGATIVELY AFFECT PERFORMANCE OF ESSENTIAL TASKS.

SEIZURE DISORDER (All types)

CEREBRAL PALSY

MOVEMENT DISORDERS, e. g. Parkinson's

CEREBRAL ANEURYSMS

SYNCOPE

PROGRESSIVE NEUROLOGICAL DISEASES - Including, but not limited to, Multiple Sclerosis and Huntington's Chorea.

PERIPHERAL NERVE DISORDER - Including, but not limited to, Polyneuritis, Mononeuritis and Neurofibromatosis.

NARCOLEPSY

CEREBRAL VASCULAR ACCIDENT

CENTRAL NERVOUS SYSTEM INFECTIONS

EXHIBIT C

West Virginia State Police Physical Ability Standards

PUSH-UPS – Designed to measure upper body muscular endurance and absolute strength. Applicants must be able to complete 18 properly executed push-ups within one minute.

The hands are placed about shoulder width apart. The administrator places a fist on the floor below the applicant's chest.

Starting from the up position (elbows fully extended), the applicant must keep the back straight at all times and lower the body to the floor until the chest touches the administrator's fist. Applicant then returns to the up position.

SIT-UPS – Designed to measure abdominal muscular endurance. Applicants must be able to complete 28 properly executed sit-ups within one minute.

The applicant starts in the up position, knees bent, heels flat on the floor, hands folded across the chest touching the shoulders.

A partner holds the feet down firmly.

In the up position, the applicant should pass the elbows over the knees then return until the shoulder blades touch the floor. Any resting must be done in the up position.

1.5 MILE RUN – Designed to measure cardiovascular capacity. Applicants must be able to complete the 1.5 mile run within 14 minutes, 36 seconds.

Equipment: A stopwatch or clock with a sweep second hand; an indoor or outdoor track or another suitable running area measured to 1.5 miles; testing forms to record data.

The applicant should refrain from smoking or eating for two hours preceding the test.

Allow adequate time prior to the test for stretching and warm-up exercises.

During the administration of the test, the applicants can be informed of their lap times. If several applicants run at once, their individual times at the finish can be called out and recorded later.

An important consideration at the end of the run is the "cool down" period. The applicants should be cautioned about sitting or standing around immediately after the run to prevent venous pooling. They should be instructed to walk an additional five minutes or so in order to enhance venous return and aid in recovery.

HOW TO PREPARE FOR THE TESTS

Consult your physician prior to starting this exercise program. The following guidelines are presented based on a twelve (12) week period preceding screening.

Preparing for the PUSH-UPS (upper body strength):

Determine how many push-ups you can do in one (1) minute. At least three (3) times per week do three (3) sets of the amount you can do in one (1) minute.

Preparing for the SIT-UPS (muscular endurance).

The progressive routine is to do as many bent-leg sit-ups (hands folded across the chest with someone holding your feet) as possible in one minute. At least three (3) times per week do three (3) sets (three (3) groups of the number of repetitions you did in one (1) minute).

Preparing for the 1.5 MILE RUN (cardiovascular capacity):

Below is a gradual schedule that would enable you to perform a maximum effort for the 1.5 mile run. If you can advance the schedule on a weekly basis, then proceed to the next level. If you can do the distance in less time, then that is encouraged.

WEEK	ACTIVITY	DISTANCE (Miles)	TIME (Minutes)	FREQUENCY (x per week)
1	Walk	1	17-20	5
2	Walk	1.5	25-29	5
3	Walk	2	32-35	5
4	Walk	2	28-30	5
5	Walk/Jog	2	27	5
6	Walk/Jog	2	26	5
7	Walk/Jog	2	25	5
8	Walk/Jog	2	24	4
9	Jog	2	23	4
10	Jog	2	22	4
11	Jog	2	21	4
12	Jog	2	20	4

Applicants must successfully pass this pre-employment physical ability examination. These tests have been validated and demonstrate the ability to perform job-related tasks necessary to carry out the essential functions of the position of state police officer.

The tests described are graded as pass or fail; acceptance is based upon successfully passing all four measures.

REQUEST FOR QUOTATION
CRFQ VNF24*08

Security Services

EXHIBIT D – Vendor Qualifications & References

Vendor must have been an operating business entity for at least the past three (3) years.
List business name, City, State, and date of incorporation. Provide a copy of proof of business registration with the State Seal.

Business Name	City, State	Date Started	Attach Copy
Security America, Inc.	Charleston, WV	6/8/1982	

Vendor must have a history of providing a minimum of five (5) security personnel at a minimum of three (3) separate locations in the past three (3) years. Provide Client's Name, City and State and dates services were provided. List names and titles of security personnel provided. List dates provided.

Business/Client Name, City, State	Dates: From/To	Security Personnel:	TITLE
		NAME	
1. See Attachment		Confidential	
		1.	
		2.	
		3.	
		4.	
2.		1.	
		2.	
		3.	
		4.	
		5.	
3.		1.	
		2.	
		3.	
		4.	
		5.	

REQUEST FOR QUOTATION
CRFQ VNF24*08

Security Services

EXHIBIT D – Vendor Qualifications & References

Vendor must provide at least two (2) references for whom the bidder has provided security services in the past three (3) years, to include Contact name, Business name, City, State, Phone number and Email address.

Contact Name and Email Address	Business Name	City, State	Phone Number
See Attachment			



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

Proc Folder: 1407874			Reason for Modification:
Doc Description: Security Personnel for WVVNF			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-04-09	2024-04-25 13:30	CRFQ 0613 VNF2400000008	1

BID RECEIVING LOCATION

VENDOR

Vendor Customer Code: 00000204381
Vendor Name: Security America, Inc.
Address: 4700
Street: Marlboro Ave SE Suite 500
City: Charleston
State: WV **Country:** US **Zip:** 25304
Principal Contact: Chris Signorelli
Vendor Contact Phone: 304-725-4747 **Extension:** 103

FOR INFORMATION CONTACT THE BUYER

David H Pauline
 304-558-0067
 david.h.pauline@wv.gov

Vendor Signature X  **FEIN#** 55-0620159 **DATE** 4/24/24

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

ADDITIONAL INFORMATION

The West Virginia Purchasing Division, is soliciting bids on behalf of the WV Veterans Nursing Facility, to establish an open-end contract for Security Services per the attached specifications and documentation, see attached.

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG US	WV	CLARKSBURG US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Security Services	0.00000			

Comm Code	Manufacturer	Specification	Model #
92121504			

Extended Description:
See Attached Exhibit "A" Pricing Page to input pricing.

Security Personnel for the WVVNF

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Vendor Technical Questions Due By 11:00 am., est.	2024-04-15

	Document Phase	Document Description	Page
VNF2400000008	Final	Security Personnel for WVNF	3

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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

Proc Folder: 1407874		Reason for Modification:	
Doc Description: Security Personnel for WVNF		Addendum No. 1	
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-04-17	2024-04-25 13:30	CRFQ 0613 VNF2400000008	2

BID RECEIVING LOCATION

VENDOR

Vendor Customer Code: 000000204381
Vendor Name: Security America, Inc.
Address: 4700
Street: MacCormick Ave. SE Suite 500
City: Charleston
State: WV **Country:** US **Zip:** 25304
Principal Contact: Chris Signarelli
Vendor Contact Phone: 304-925-4747 **Extension:** 103

FOR INFORMATION CONTACT THE BUYER

David H Pauline
 304-558-0067
 david.h.pauline@wv.gov

Vendor Signature X  **FEIN#** 55-0620159 **DATE** 4/24/24

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.
To provide Revised Exhibit "A" Pricing Page, see attached.
Bid Opening remains April 25, 2024, at 1:30 pm., est.

No other changes.

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG US	WV	CLARKSBURG US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Security Services	0.00000			

Comm Code	Manufacturer	Specification	Model #
92121504			

Extended Description:
See Attached Exhibit "A" Pricing Page to input pricing.

Security Personnel for the WVNF

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Vendor Technical Questions Due By 11:00 am., est.	2024-04-15

SOLICITATION NUMBER: CRFQ VNF2400000008

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ VNF2400000008 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.
- To respond to technical questions
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Additional Documentation:

1. To respond to vendor technical questions, see attached.
2. To provide revised Exhibit "A" Pricing Page, see attached.
2. Bid opening date and time remains April 24, 2024, at 1:30 pm., est.
3. No other changes.

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 Personnel

CRFQ VNF240000008

Vendor Questions & Answers

Q1. The solicitation documents described security coverage a 2 security officers 24/7 (336 weekly hours), but the pricing has around 496 weekly hours (25,792 a year). What is accurate which will help when doing the pricing?

A1. Two (2) Security Personnel 24/7 is correct at approximately 336 hours per week. **A REVISED Pricing Page, Exhibit A, is attached.** The Pricing Page lists the estimated hours per year for each shift and each skill level. The total of all estimated hours on the Pricing Page is now 17,502 hours. **Pricing must be based on the estimated hours as listed on the revised Pricing Page, Exhibit A, attached.**

Q2. Will security be conducting any driving? I see auto insurance is required.

A2. Staff will be driving onto State property, which requires the vendor to have auto insurance. Driving could be required in the event of a Resident elopement situation if the Resident were to wander off property via roadway.

Q3. When is the projected start date?

A3. As soon as possible after the bid ending date, which is currently 4/25/2024.

Q4. Will the vendor provide any equipment besides uniforms?

A4. No.

Q5. Is this hospital accredited under Joint Commission?

A5. No. The facility is a West Virginia State Agency, long term care nursing facility, not a hospital.

Q6. The hours on Exhibit A, page 54, are those weekly hours?

A6. No. The hours on Exhibit A, Pricing Page are ANNUAL estimated hours.

Q7. Is this a new requirement: If so, is there a state budget/estimate for services?

A7. No, this is not new.

Q8. Are funds used for these services state funds of federal?

A8. State.

Q9. Is this contract subjected to the Department of Labor Wage Determination standards: (i.e. Service Contract Act)

A9. No.

Q10. Please provide the incumbent name, contract number, and amount awarded (including hourly rate or what is available under public records)?

A10. Requesting information pertaining to previously awarded contracts, other solicitations, or documents related to previous contracts through the question and answer process included in this solicitation is not appropriate. Requests for documentation of this nature can be obtained by interested parties through a Freedom of Information Act request.

Q11. Please confirm the current staff levels and who is currently providing security services and the budget as well?

A11. See A10 above.

Q12. Does the current staff meet the training and hiring requirements?

A12. Answer unknown. Current staff training and hiring documents were never submitted to the Agency.

Q13. Will the agency only provide 10 days for a contractor to start services?

A13. See A14 below.

Q14. We believe 14 to 30 days is a more reasonable timeframe to properly onboard and transition in a new vendor. Please consider hiring, training, order, and distribution of uniforms, equipment, etc. Please advise if the state can consider this suggested timeframe.

A14. Section 3.1 states **Vendor must be able to provide all requested Security Personnel within ten (10) business days of Award of this Contract and receipt of the official written request for Security Personnel.**

Agency cannot give an official written request to vendor until the contract is fully awarded and encumbered by the WV Purchasing Division. New vendor will be informed of potential award by WV Purchasing Division and should use the time it takes to award the contract for these issues. Specifications stand as written.

Q15. Are there any significant changes to coverage between the previous contract and this contract? (a change in hours and/or post positions)

A15. Coverage hours/positions are basically the same. Training, onboarding, reporting and other requirements have changed and will be enforced.

Q16. Are all officer positions fully staffed?

A16. No.

Q17. What is the hourly pay rate for each position and the hourly bill rate for the current incumbent company?

A17. See A10 above.

Q18. Will there be any required training for guards prior to covering shifts at the various locations? Like orientation/site-specific training? If so, are these hours billable to the Security Guard Services for WVVNF in addition to the set hours mentioned in the solicitation?

A18. Yes, there are several training requirements. There is only one location for this contract. OTJ training and orientation are billable. See Specifications for details.

Q19. Beyond the state and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage?

A19. No.

Q20. Please provide the wage determination applicable to this solicitation.

A20. Not applicable.

Q21. Are you allowed to subcontract any location in this contract?

A21. Per Specifications, Section 3.10.16:

Subcontracts/Joint Ventures:

The Vendor is solely responsible for all work performed under the contract and shall assume prime contractor responsibility for all services offered and products to be delivered under the terms of this contract. The State will consider the Vendor to be the sole point of contact with regard to all contractual matters. The Vendor may, with the prior written consent of the Agency, enter into written subcontracts for performance of work under this contract; however, the vendor is totally responsible for all requirements of the contract, and payment of all subcontractors.

Q22. When will the contract be awarded?

A22. See A3 above.

Q23. What will be the start date for this contract?

A23. See A3 above.

Q24. What immunizations are required? Can client occupational health departments provide health screening and immunizations at no cost?

A24. See Specifications Section 3.10.4 and Exhibit B.

Q25. What are NET payment terms?

A25. Invoices are paid on a Net 30 basis; however, delays will occur if invoices are not submitted correctly and in a timely manner.

Q26. Page 26 Specification 3.1.2.7.4-Is the orientation indicated in this section direct billed when taken or part of the hourly rate submitted?

A26. Vendor should bill Agency for hours spent in Orientation.

Q27. Page 27 Specification 3.2.1.10-Please clarify as the staffing requirements in this section imply a Sergeant is on each shift conflicts with page 23 Current Environment.

A27. The current total Security Personnel requirement remains at two (2) total per shift every day, with one (1) of shift being at the skill level of a Sergeant five (5) days per week. The Sergeant shall count toward the total of two (2) total Security Personnel requirement. A Sergeant is not required for every shift, only one 8 hour shift per day, 5 days per week, for a total of 40 hours per week. The preferred shift for Sergeant is Mon-Fri on day shift.

Q28. Page 30 Specification 3.8-Does this section only apply to minimum wage increases or would this also apply to other cost increases such as increases in federal, state, and local payroll taxes: changes in law requiring additional benefits or other requirement that cause additional costs?

A28. Section 3.8 is intended only for minimum wage increases.

Q29. Page 34 Specification 3.10.4, 3.10.5, and 3.10.6 - 3.10.4 and 3.10.5 do not indicate these are annual requirements. 3.10.6 implies these are required post assignment. Please clarify if they are required post assignment and at what intervals.

A29. 3.10.4 Physical Examination and 3.10.5 Physical Fitness Testing are required prior to being assigned to perform under this contract

3.10.6.3 is revised to state "If a Security Personnel fails the physical examination or physical fitness testing, the guard may retest within 60 days."

3.10.6.3.1 is revised to state "If the guard fails either test for the second time, the guard may not be assigned to this contract until such time as the guard can successfully pass the physical examination and physical fitness test."

Q30. Page 36 Specification 3.10.8 - Is OJT direct billed or at the cost of vendor? If at the cost of vendor, how many hours is the required OJT?

A30. OJT should be billed by the Vendor to the Agency, the same as if it were time spent working.

Q31. Is there currently a de-escalation/workplace violence program being utilized such as AVADE, MOAB, CPI, etc.? Either for security or for clinical staff? Is there a preference on programs?

A31. The Agency and the State of WV Office of Personnel Management have internal security policies. Copies will be provided to Security Personnel during Orientation.

Q32. Are current security staff part of a bargaining unit?

A32. No.

Q33. Do security officers need to pay for parking?

A33. No.

Q34. Are annual security risk assessments required or desired?

A34. No.

END OF QUESTIONS AND ANSWERS

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ VNF2400000008

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.

Selinsky America, Inc.
Company


Authorized Signature

4/24/24
Date

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



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

Proc Folder: 1407874		Reason for Modification:	
Doc Description: Security Personnel for WVVNF		Addendum No. 1	
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-04-17	2024-04-25 13:30	CRFQ 0613 VNF2400000008	2

BID RECEIVING LOCATION

VENDOR

Vendor Customer Code: 000000204381
 Vendor Name: Security America, Inc.
 Address: 4700
 Street: MacCorkle Ave. SE Suite 500
 City: Charleston
 State: WV Country: US Zip: 25304
 Principal Contact: Chris Signorelli
 Vendor Contact Phone: 304-925-4747 Extension: 103

FOR INFORMATION CONTACT THE BUYER

David H Pauline
 304-558-0067
 david.h.pauline@wv.gov

Vendor Signature X  FEIN# 55-0620159 DATE 4/24/24

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.
To provide Revised Exhibit "A" Pricing Page, see attached.
Bid Opening remains April 25, 2024, at 1:30 pm., est.

No other changes.

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		VETERAN'S NURSING FACILITY 1 FREEDOMS WAY	
CLARKSBURG US	WV	CLARKSBURG US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Security Services	0.00000			

Comm Code	Manufacturer	Specification	Model #
92121504			

Extended Description:
See Attached Exhibit "A" Pricing Page to input pricing.

Security Personnel for the WVNF

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Vendor Technical Questions Due By 11:00 am., est.	2024-04-15

	Document Phase	Document Description	Page
VNF240000008	Final	Security Personnel for WVNF	3

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



CRFQ-0613-VNF240000008-2

Security Guard Services

From Security America, Inc.

Company Description

Security America, Inc. was formed in West Virginia on June 8, 1982. Security America has provided security guard services for almost 42 years. We are a West Virginia based company with our corporate office in Charleston.

Security America emphasizes providing a professional, quality security service. Providing businesses including government agencies with uniformed security officers is our primary service but not our only service. Security America also can provide security consulting, investigating, safety and security training, mine tracking, and some other manpower services that meets the needs of your organization.

Security America has been a successful business for so long by providing a professional service. We distinguish ourselves in the security industry by providing responsive managers, thorough training, a comprehensive recruitment and selection process, and treating our employees well.

Security America has provided security at healthcare facilities since 1982. We have the complex training to handle situations that come up in a healthcare environment. We have employees that have worked in the healthcare industries that assists our team.

Security America, Inc. Contact Information:

4700 MacCorkle Ave. Suite 500

Charleston, WV 25304

304-925-4747 or 888-832-6732 main line available 24 hours a day

304-925-4700 Fax #

Federal Tax Identification Number: 55-0620159

183 full time employees as of April 23, 2024.



CRFQ-0613-VNF240000008-2

Security Guard Services

From Security America, Inc.

References

Security America provided security service to the State of West Virginia at multiple locations from 1988 through 2004 that covers all 4 regions.

Locations included the following:

Barboursville Veterans Home	State Capitol Complex
Bureau of Employment Programs	State Surplus Properties
Citizens Conservation Corps	West Virginia Development Office
Department of Health & Human Services	West Virginia Legislature
Department of Motor Vehicles	West Virginia National Guard
Department of Transportation	Camp Dawson
Department of Workers Compensation	Parkersburg
Division of Environmental Protection	Wheeling
Division of Rehabilitative Services	West Virginia State College
Health Department	West Virginia Tax Department
Humanities Council	West Virginia University
Museum of Culture & History	Parkersburg
Parkway Authority	Ripley
Public Service Commission	William Sharpe Hospital

Other References:

Highland Hospital Clarksburg-
Longview Power-
SuperValu- Milton
Real Estate Resources- Charleston-
Stonerise-Charleston Healthcare Center
Alpha Natural Resources-



CRFQ-0613-VNF240000008-2

Security Guard Services

From Security America, Inc.

Uniform Picture



State of West Virginia



CERTIFICATE OF P.I. FIRM & SECURITY GUARD FIRM

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

Christopher William Signorelli of Security America, Inc.
PO Box 4626
Charleston WV 25364

is hereby licensed to conduct the business and engage in the business of P.I. Firm & 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 09/02/2022 to 09/02/2024 unless suspended or revoked thereto, in accordance with the provisions of the West Virginia Code.

This license cannot be transferred



Given under my hand and the Great
Seal of the State of West Virginia
on Friday, September 2, 2022

Mac Warner

Mac Warner
West Virginia Secretary Of State

F220902011154