



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](http://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](http://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: 1403088

Procurement Type: Central Master Agreement

Vendor ID: VS0000045753

Legal Name: Am-Gard Inc

Alias/DBA: Am-Gard

Total Bid: \$325,128.00

Response Date: 04/24/2024

Response Time: 12:36

Responded By User ID: Am-GardBD

First Name: Mark

Last Name: Springer

Email: mspringer@am-gard.com

Phone: 4127815800

SO Doc Code: CRFQ

SO Dept: 0803

SO Doc ID: DOT2400000088

Published Date: 4/15/24

Close Date: 4/24/24

Close Time: 13:30

Status: Closed

Solicitation Description: Open-End contract for Security Guard Services for MCS&amp;T

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:** 1403088  
**Solicitation Description:** Open-End contract for Security Guard Services for MCS&T  
**Proc Type:** Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2024-04-24 13:30	SR 0803 ESR04242400000006340	1

**VENDOR**  
 VS0000045753  
 Am-Gard Inc

**Solicitation Number:** CRFQ 0803 DOT2400000088  
**Total Bid:** 325128  
**Response Date:** 2024-04-24  
**Response Time:** 12:36:55  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**

John W Estep  
 304-558-2566  
 john.w.estep@wv.gov

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

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Security Guard II	11640.000	HOUR	23.000000	267720.00

Comm Code	Manufacturer	Specification	Model #
92121504			

**Commodity Line Comments:**

**Extended Description:**

Security Guard Services for MCS&T  
7724014

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Security Guard III / Shift Supervisor	2496.0000	HOUR	23.000000	57408.00

Comm Code	Manufacturer	Specification	Model #
92121504			

**Commodity Line Comments:**

**Extended Description:**

Security Guard Services for MCS&T  
7724014

	Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130	<b>State of West Virginia</b> <b>Centralized Request for Quote</b> <b>Public Safety</b>

<b>Proc Folder:</b> 1403088 <b>Doc Description:</b> Open-End contract for Security Guard Services for MCS&T <b>Proc Type:</b> Central Master Agreement		<b>Reason for Modification:</b> ADDENDUM NO_2 Vendor Questions and Responses
<b>Date Issued</b> 2024-04-15	<b>Solicitation Closes</b> 2024-04-24 13:30	<b>Solicitation No</b> CRFQ 0803 DOT2400000088
		<b>Version</b> 3

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

VENDOR
<b>Vendor Customer Code:</b> <b>Vendor Name :</b> Am-Gard Inc <b>Address :</b> 600 Main Street <b>Street :</b> <b>City :</b> Pittsburgh <b>State :</b> PA <b>Country :</b> Allegheny <b>Zip :</b> 15215 <b>Principal Contact :</b> Mark E. Springer <b>Vendor Contact Phone:</b> 412-781-5800 <b>Extension:</b> 215

<b>FOR INFORMATION CONTACT THE BUYER</b> John W Estep 304-558-2566 john.w.estep@wv.gov
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<b>Vendor Signature X</b> 	<b>FEIN#</b> 25-1438897	<b>DATE</b> 4-24-24
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All offers subject to all terms and conditions contained in this solicitation

<b>ADDITIONAL INFORMATION</b>
ADDENDUM NO_2
Addendum No_2 Issued to publish and distribute the attached information to the Vendor Community.
<b>REQUEST FOR QUOTATION:</b>
The West Virginia Purchasing Division is soliciting bids, on behalf of the West Virginia Division of Highways, Materials Control, Soil and Testing. To establish an open- end master agreement contract to obtain the services of an experienced and qualified security services contractor to recruit, train, and maintain a staff of security guards to provide security service of unarmed guards for the WVDOH Materials Control, Soil and Testing Division located at 190 Dry Branch Drive, Charleston, WV 25306. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.

<b>INVOICE TO</b>	<b>SHIP TO</b>
DIVISION OF HIGHWAYS MATERIALS, CONTROL, SOILS, & TESTING 190 DRY BRANCH DR CHARLESTON WV US	DIVISION OF HIGHWAYS MATERIALS, CONTROL, SOILS, & TESTING 190 DRY BRANCH DR CHARLESTON WV US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Security Guard II	11640.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
92121504			

**Extended Description:**  
Security Guard Services for MCS&T  
7724014

<b>INVOICE TO</b>	<b>SHIP TO</b>
DIVISION OF HIGHWAYS MATERIALS, CONTROL, SOILS, & TESTING 190 DRY BRANCH DR CHARLESTON WV US	DIVISION OF HIGHWAYS MATERIALS, CONTROL, SOILS, & TESTING 190 DRY BRANCH DR CHARLESTON WV US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Security Guard III / Shift Supervisor	2496.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
92121504			

**Extended Description:**  
Security Guard Services for MCS&T  
7724014

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Tech Questions due by 10:00am	2024-04-15

	Document Phase	Document Description	Page
DOT2400000088	Final	Open-End contract for Security Guard Services for MCS&T	4

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions



**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFO DOT240000088**

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

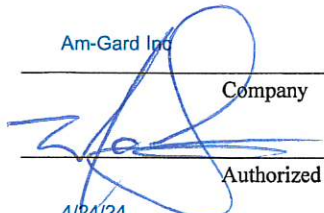
**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

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

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

Am-Gard Inc  
\_\_\_\_\_  
Company  
  
\_\_\_\_\_  
Authorized Signature  
4/24/24  
\_\_\_\_\_  
Date

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

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ DOT240000088**

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

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

**Addendum Numbers Received:**


(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input type="checkbox"/> Addendum No. 1            | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" 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 |

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Am-Gard Inc  
\_\_\_\_\_  
Company  
\_\_\_\_\_  
Authorized Signature  
4/24/24  
\_\_\_\_\_  
Date

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

<b>Exhibit A - Pricing Page</b>				
<b>Open-End Contract for Security Guards at MCS&amp;T</b>				
<b>Kanawha County : Materials Division : 190 Dry Branch Drive, Charleston, WV 25306</b>				
<b>Line Number</b>	<b>Guard Classification</b>	<b>Estimated Hours*</b>	<b>Hourly Rate</b>	<b>Total Amount</b>
1	Security Guard II	11,640	\$23.00	\$ 267,720.00
2	Security Guard III/ Shift Supervisor	2496	\$23.00	\$ 57,408.00
<b>Grand Total</b>				\$ 325,128.00
<p>*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.</p>				

Vendor Name:	<u>Am-Gard Inc</u>
Contact Name:	<u>Mark E. Springer</u>
Phone:	<u>412-781-5800 x 215</u>
Fax # :	<u>412-449-0030</u>
Email :	<u><a href="mailto:mspringer@am-gard.com">mspringer@am-gard.com</a></u>
# Years Providing Security Guards:	<u>40</u>



## Vendor Qualifications / References

**Full Legal Name of Bidding Entity:**

**Am-Gard Inc**

Date Business Established:

**1983**

Email- Telephone and Fax Number of entity:

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

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

**412-781-5800**

FEIN of Bidding Entity:

**25-1438897**

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

**511 FT Employees**

Normal Hours of Operations

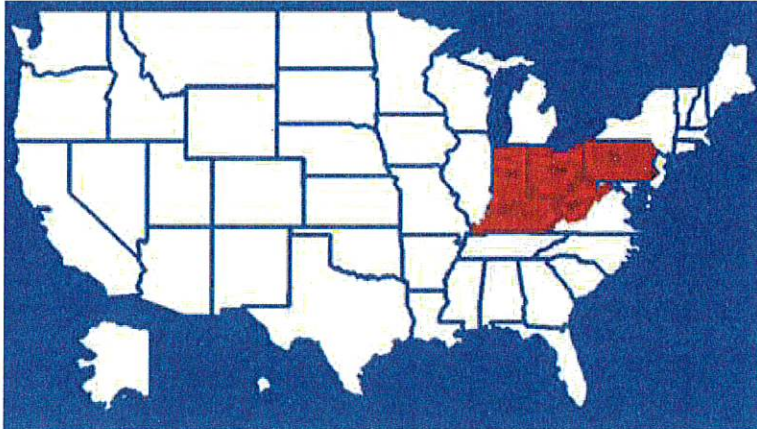
**Monday – Friday 9:00 AM-5:00 PM**





Am-Gard's headquarters is located in Pittsburgh and we currently provide approximately 10,000+ hours per week of security services to customers throughout the region. Our customers enjoy having direct access to Am-Gard's engaged ownership, coupled with an experienced operations team led by our Director of Business and Operations Administration, Am-Gard, for the past 40 years has been committed to providing superior security services ensuring a safe and secure environment at all our customer facilities. We believe our experience, commitment to excellence and local heritage make Am-Gard the ideal partner to support your security and safety program.

### Regional Security Services Provider



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

### B. Am-Gard Client References

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



## Strategic Plan for Service Delivery

For WVDOH, Am-Gard's proposal includes a baseline schedule that includes additional security personnel aside from a normal schedule. Our goal is to build "**Depth on the Bench**" should there be a last-minute call off. As Am-Gard grows with your institution, officers from other campuses in the greater Lexington market will be cross trained at no cost to your institution. In addition, Am-Gard is prepared to have reserve officers trained at our cost to respond for extra coverage as outlined in the RFP.

## Site Leadership

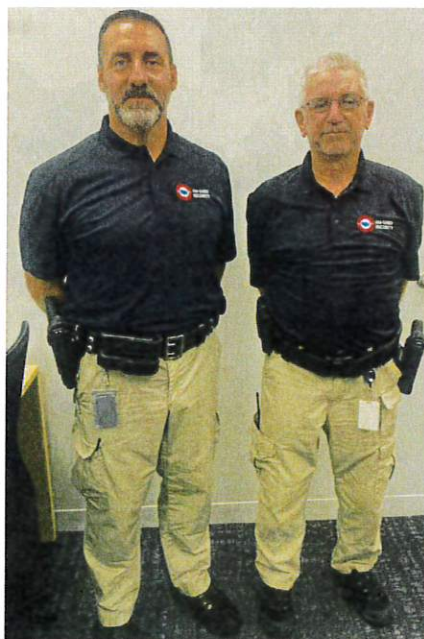
Am-Gard has built into the proposal a Site Supervisor / Manager to ensure that local leadership is provided. The Am-Gard Site Supervisor will be equipped with all time keeping tools such as access to Teams scheduling so that he/she is able to be proactive in advanced scheduling. Most importantly your Site Supervisor will have direct contact with Corporate should any assistance be needed.

## Recruiting

Upon contract award, Am-Gard will immediately begin the process of recruiting, hiring and onboard candidates in order to meet the proposed deadline of 10 days following contract award and supplemental approvals. Should the WVDOH request that incumbent guards be considered, Am-Gard will contact them directly to begin the onboarding process.

## Uniforms

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





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/20/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> First National Insurance Agency, LLC 12 Federal St., Suite 405 One North Shore Center Pittsburgh PA 15212		<b>CONTACT NAME:</b> Doug Bleggi <b>PHONE (A/C, No, Ext):</b> 412-359-2530 <b>FAX (A/C, No):</b> 412-231-0249 <b>E-MAIL ADDRESS:</b> info@fnb-corp.com	
<b>INSURED</b> Am-Gard, Inc. 600 Main Street Pittsburgh PA 15215		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Arch Insurance Company	<b>NAIC #</b> 11150
		<b>INSURER B:</b> Norguard Insurance Group	<b>NAIC #</b> 31470
		<b>INSURER C:</b> Incline Casualty Company	<b>NAIC #</b> 11090
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** 1625657905      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL RBR INSD LWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> 10,000 GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		BSPKG0283608	3/20/2024	3/20/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
C	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		CA486640001	3/20/2024	3/20/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		BSPFX0031208	3/20/2024	3/20/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	AMWC472334	3/20/2024	3/20/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
General Liability Policy Includes Errors and Omissions Coverage

<b>CERTIFICATE HOLDER</b>  Evidence of Insurance	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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