



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

# Request for Quotation

RFQ NUMBER  
 PRS07SEC

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 CHUCK BOWMAN  
 304-558-2157

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

PROTECTIVE SERVICES  
 DIVISION OF  
 BUILDING 1, ROOM 152-A  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305 304-558-9911

DATE PRINTED 02/16/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 03/08/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 *****						
ADDENDUM IS ISSUED TO THE UNIFORMED SECURITY PERSONNEL RFQ TO ADDRESS VENDOR SUBMITTED QUESTIONS AS RECEIVED BY PURCHASING PRIOR TO THE 02/14/07 DEADLINE.						
THOSE QUESTIONS AND ANSWERS FOLLOW AND ARE ACCOMPANIED BY A CAMPUS MAP AND LEGEND.						
BID DATE HAS BEEN EXTENDED FROM 03/01/07 TO 03/08/07. BID OPENING TIME REMAINS 1:30 PM.						
***** NO OTHER CHANGES *****						
0001	1	HR		990-46		
GUARD AND SECURITY SERVICES						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

**SIGNED BID TO:**

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

RFQ# PRS07SEC  
Revised Bid Date: 03/08/07  
Bid Opening Time: 1:30 pm

## Addendum No. 1

The following questions were submitted in writing to the State in reference to the above mentioned procurement:

Specification 1.17: A bidder asks "Fidelity Insurance is usually required when officers are in direct control of funds. Will this be the case or will this be waived?"

**The State responds: No. There have been occasions in the past where security guards assisted with the transportation of funds. This could happen again.**

Specification 3.3 A bidder asks "What has the average turnover for the security force under contract now been over the past year? Have there been any penalties assessed current provider and what amounts?"

**The State responds: The turnover rate for the past year has been 62.5 %. There have been no penalties assessed.**

Specification 3.4 A bidder asks "During the last transition of security providers what was the retention percent?"

**The State responds: We are unable to locate records that accurately report this statistic.**

Specification 3.6 A bidder asks "What has been the history on liquidated damages for non-performance assessed the current provider over the past year? What amounts and for what violations or oversights?"

**The State responds: There have been no assessments for liquidated damages over the past year.**

Specification 3.7 A bidder asks "What is the history of significant examples over the past two years where the vendor was assessed for replacement of equipment?"

**The State responds: There have been no assessments for equipment replacement over the past two years.**

Specification 3.11 A bidder asks "Please explain what is meant by neighborhood experience of the candidate? Do you just want residence verification?"

**The State responds: In addition to residence verification, the State expects that a cursory assessment of the living conditions be made and reported.**

Specification 3.15 A bidder asks "Does Physical Fitness Training as specified in this section pertain to Temporary Limited Assignment security officers?"

**The State responds: Yes.**

Specification 3.16 A bidder asks "What is the present experience of on-the-job training time?"

**The State responds: On the job training varies based on the individual, but would normally be between 2 to 4 weeks.**

Specification 3.22 A bidder asks "May the successful bidder work with the Division of Protective Services to select a proper uniform after the award and therefore waive the requirement to provide samples or photo's of the uniform we will offer?"

**The State responds: No. The uniform for this detail will be unique and specific.**

Specification 4.2 A bidder asks "The Estimated Hours are they weekly? What is the current Hourly billing rate by officer classification?"

**The State responds: The estimate is for costing purposed only. There are no service level guarantees with this contract. Current contract rates per hour are as follows:**

<b>Limited Assignment Personnel</b>	<b>\$ 10.66</b>
<b>Probationary Officer</b>	<b>\$ 10.66</b>
<b>Security Officer II</b>	<b>\$ 10.99</b>
<b>Security Officer III</b>	<b>\$ 11.32</b>
<b>Security Officer IV</b>	<b>\$ 11.65</b>
<b>Sergeant</b>	<b>\$ 12.30</b>
<b>Lieutenant</b>	<b>\$ 13.29</b>

Specification 3.4 A bidder asks "The specification requires a new Contractor, 'to retain no less than 50% of the workforce of the previous contract holder for a period of 180 days and to provide compensation and benefits to the retained employees at a level equal to or above the compensation and benefits of the previous contractor.'"

"In order to allow for this in our bid it is necessary to know the wages and benefits provided to the existing staff. Knowing the existing billing rate to the state does not provide adequate information. We must know what we will be expected to match. Is medical provided? Is it paid 100% by the employer or is the cost shared? At what percentage? Is it a full medical plan or a health maintenance plan? Is medical coverage offered to dependants? Vacation? 401k? "

"Knowing the billing rate to the state does not provide wage information when the cost of benefits is included in the billing rate."







**The State responds: The State is not a party to the compensation agreement between the current contract holder and their employees. This information has not been requested by the State, hence it is not available.**

Specification Part 4.2 A bidder asks "It is understood that there are no service levels guaranteed with this contract. It is also understood that this is an open end contract and the estimated hours listed are for evaluation purposes. A more accurate representation of the hours of service may result is a lower cost to the state. Lower price comes with volume. Please provide historical data. For the months of February, July, and October 2006 report the numbers of hours of service performed by the contractor. This information should be easily available through the reports required on page 16 Part 3.9

**The State responds: Under the current operating environment, the contract holder staff's the division Command Center with two (2) guards 24 hours a day/7days per week. The contractor also staff's an additional guard 8 hour per day for a shift Monday thru Fri Day, for 24 hours on Saturday and Sunday and all West Virginia Governmental holidays.**

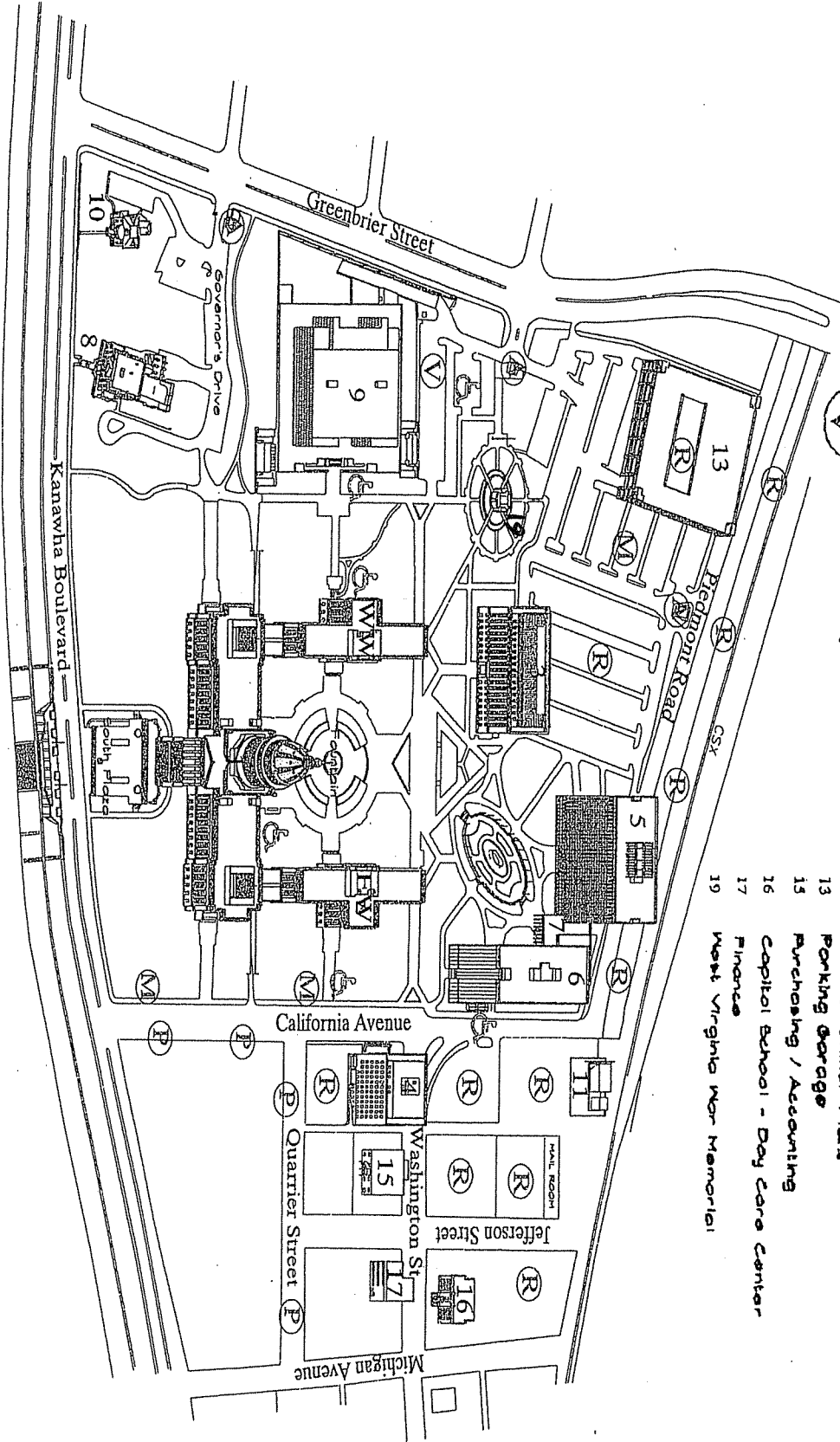
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**KEY TO SYMBOLS**

-  ACCESSIBLE PARKING, ENTRANCE
-  PARKING ATTENDANT
-  METER / VISITOR PARKING
-  PRIVATE PARKING
-  RESERVED PARKING
-  VISITOR PARKING

**KEY TO STATE OWNED BUILDINGS**

- 1 Main Capitol Building
- EW Eastwing - Main Capitol Building
- WW Westwing - Main Capitol Building
- 3 Division of Motor Vehicles
- 4 Bureau of Employment Programs, Corrections
- 5 Division of Highways, CDRB, PEIA
- 6 Department of Education, Health and Human Resources, Division of Personnel
- 7 State Training / Conference Center
- 8 Governor's Mansion
- 9 Cultural Center/Art Shop, Museum
- 10 Holly Grove - Bureau of Senior Services
- 11 Central Chiller Plant
- 13 Parking Garage
- 15 Purchasing / Accounting
- 16 Capitol School - Day Care Center
- 17 Finance
- 19 West Virginia War Memorial



WEST VIRGINIA STATE CAPITOL DIRECTORY