



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  
 PRS10SEC

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 BUYER 32  
 304-558-2544

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	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/06/2010				

BID OPENING DATE: 07/15/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		990-46		
----- ADDENDUM NO.1 -----  THIS ADDENDUM IS ISSUED TO ADDRESS THE QUESTIONS RECEIVED PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 06/29/2010.  ATTACHMENT: QUESTIONS AND RESPONSES  THE BID OPENING DATE REMAINS: 07/15/2010  GUARD AND SECURITY SERVICES  EXHIBIT 10  REQUISITION NO.: PRS10SEC  ADDENDUM ACKNOWLEDGEMENT  I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.  ADDENDUM NO.'S:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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WHEN RESPONDING TO REQ. INSERT NAME AND ADDRESS IN THIS SPACE

## 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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **CONFIDENTIALITY:** The vendor agrees that he or she 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 <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors 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, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will 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 the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

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### INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



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	NO. 1 .....					
	NO. 2 .....					
	NO. 3 .....					
	NO. 4 .....					
	NO. 5 .....					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>..... SIGNATURE</p> <p>..... COMPANY</p> <p>..... DATE</p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p>						

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



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----- END OF ADDENDUM NO. 1 -----						
***** THIS IS THE END OF RFQ PRS10SEC ***** TOTAL: _____						

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**PRS10SEC****Addendum No. 1****QUESTION:**

Are the Estimated Hours on page 26 weekly hours or annual hours?

**RESPONSE:**

The hours stated in the PRS10SEC Price Quote is a scenario for price evaluation only. These would be considered annual hours, but again there are no service level guarantee's for this contract.

**QUESTION:**

Where is the schedule of events mentioned on Page 6 Part 1.4 inquiries?

**RESPONSE:**

Item 1.4 on page 9 should have been labeled Item 1.14 and it contains specific dates for the schedule of events.

**QUESTION:**

Does WV want multiple rates or one blended rate?

**RESPONSE:**

Based on Item 3.17 and the PRS10SEC Price Quote there should be an individual rate quoted for each skill level. The same rate can be quoted for multiple skill levels.

**QUESTION:**

Is this for armed or unarmed security?

**RESPONSE:**

This contract is for unarmed security guards.

**QUESTION:**

There is no mention of equipment required i.e. patrol vehicles, radios, cell phones, computers, fax machines, etc), do we need to supply any equipment?

**RESPONSE:**

Outside of specification 3.22 Uniforms, the contractor does not supply any other equipment. It is the responsibility of the contracting spending unit to supply any additional equipment that the spending unit might deem necessary for the facility being guarded. There will be no vehicles involved. All roving patrols would be by foot.

**QUESTION:**

Who is the incumbent guard force?

**RESPONSE:**

The current contract holder is Allied Barton Security Services.

**QUESTION:**

What are the current wages and benefits?

**RESPONSE:**

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.

**QUESTION:**

What is the current billing rate(s)?

**RESPONSE:**

Current contract rates per hour are as follows:	
Limited Assignment Personnel	\$ 11.96
Probationary Officer	\$ 11.96
Security Officer II	\$ 11.96
Security Officer III	\$ 11.96
Security Officer IV	\$ 11.96
Sergeant	\$ 12.39
Lieutenant	\$ 12.79

**QUESTION:**

How many hours of guard service in a typical week?  
 a. At Capitol Complex?

**RESPONSE:**

Service hours are based on individual spending unit needs on a purchase order basis. Over the past two years this contract has generated \$ 3,898,699 in billings. At a rate of \$11.96, this would equate to 3,134.5 billable hours per week. The Division of Protective Services utilizes this contract for 56 hours per week.

**QUESTION:**

How many hours of service in a typical week during the annual session of the legislature?

**RESPONSE:**

Service hours are based on individual spending unit needs on a purchase order basis.

**QUESTION:**

How many hours of guard service in a typical week during a special or interim legislative session?

**RESPONSE:**

Service hours are based on individual spending unit needs on a purchase order basis.

**QUESTION:**

Section 1.16 requires Fidelity insurance in the amount of \$1 million per incident. To have true Fidelity Insurance for Security Officers is a very expensive cost item. Fidelity insurance is usually only required at banks or for transportation of cash and other high value items. Will the State eliminate this requirement since it provides no value to the State?

**RESPONSE:**

This requirement has been removed from the specifications.

**QUESTION:**

Section 3.1.A What are the typical hours of guard service at the Environmental Protection building in Kanawha City, the Motor Vehicles building in Kanawha City, the Natural Resources building in South Charleston, the State Office Building in Huntington, Barboursville Veterans Home and various other locations across the State?

**RESPONSE:**

Service hours are based on individual spending unit needs on a purchase order basis.

**QUESTION:**

Section 3.5. Is the State granting permission to bill at Overtime (150% Billing Rate) for Holidays and additional coverage with less than 72 hour notice?

**RESPONSE:**

No. This is a flat rate contract and the State does not control how the contractor schedules its employees.

**QUESTION:**

What equipment (i.e. radio's, cell phones, flashlights, Detex systems, etc.) is provided by the State and what is provided by the vendor?

**RESPONSE:**

Outside of specification 3.22 Uniforms, the contractor does not supply any other equipment. It is the responsibility of the contracting spending unit to supply any additional equipment that the spending unit might deem necessary for the facility being guarded.

**QUESTION:**

Section 1.3 RFQ format: Low bid has never worked at any location. Why is the evaluation "price only" when other State Agencies consider technical capabilities in similar RFQ's?

**RESPONSE:**

The method of procurement was decided by the agency. The award will be made to the lowest responsible bidder meeting the requirements set forth in the RFQ.