

Ordering Instructions

Statewide Contract

SECSVS19A

Security Guard Services

Ordering Requirements - All agencies utilizing statewide contract SECSVS19A, should create an ADO through wvOasis with an attached SECSVS19A Request Form. The Request Form is attached above the vendor's name at <http://www.state.wv.us/admin/purchase/swc/SECSVS.htm> .

Special Instructions– Agencies should fill out SECSVS19 Request form and send to the vendor for signature prior to creating any order to ensure guard availability. Once the form is returned by the vendor, the agency may create the delivery order.

NOTE: It is highly recommended that the agency contact the vendor for any new location requesting security guards at least 14 days prior to the creation of the delivery order.

Contract. The request form should be attached to the header of the ADO in wvOasis.

Approvals Required – None. Submit the completed ADO to the vendor.

Vendor Contact Information:

Universal Protection Service LP, Universal Protection Service LLc, dba Allied Universal Security Service

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Type of Delivery Order – An ADO should be created in wvOasis with the appropriate documentation attached to the header.

How to submit the completed order to the Vendor: Email or fax the completed ADO to the vendor.