

Ordering Instructions

Statewide Contract

SECSVS23

Security Guard Services

Ordering Requirements - All agencies utilizing statewide contract SECSVS23, should create an Agency Delivery Order (ADO) through wvOasis with an attached SECSVS23 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 must fill out SECSVS23 Request form and send it 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 contacts 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 Delivery Order to the vendor.

Vendor Contact Information:

B3 SECURITY GROUP LLC

Roger Baker, President

Phone: 681-318-3569 (24-hour phone service)

Fax: 888-321-0041

Email: Roger@b3sg.com

Normal Hours of Operation: 8:00am – 4:00pm

Type of Delivery Order – An ADO should be created in wvOasis with the appropriate documentation attached to the header for orders under \$250,000.00. A CDO should be created in wvOasis with the appropriate documentation attached to the header for orders over \$250,000.01 to the purchasing division.

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

SPECIAL NOTE: Political Subdivisions outside of wvOasis should send the Request Form along with a corresponding Purchase Order to the vendor.