



Attachment B – Specifications

RFx No: 3000022869

Title: Armed Security Guard Services - DCFS

THE INTENT OF THESE SPECIFICATIONS IS TO PROVIDE FOR A COMPLETE ARMED SECURITY GUARD SERVICE CONTRACT.

DETAIL AT DCFS STATE OFFICE:

Detail will provide one armed uniformed guard for the Department of Children and Family Services, State Office, Iberville Building, 627 N. 4th Street, Baton Rouge, Louisiana 70802.

Shifts will be Monday through Friday for a total of 50 hours per week. Shift will begin at 7:00 a.m. and end at 5:00 p.m., with two 15 minute breaks and one 30 minute lunch break. This excludes State holidays and weekends, unless authorized by DCFS.

GENERAL CONDITIONS:

All Contractor personnel are expected to work in a manner that will maintain the security and best interest of the Department of Children and Family Services, hereafter referred to as the Agency. The Agency reserves the right to require the Contractor to dismiss any employees deemed incompetent, careless, insubordinate or otherwise objectionable, or any person whose actions are deemed to be contrary to public interest or inconsistent with the best interest of the Agency. The Contractor agrees that during the term of this contract, their employees will conduct themselves in a careful and prudent manner, and he will not permit the facility placed at their disposal to be used for purposes other than those specified herein.

CONTRACTOR QUALIFICATIONS:

The Contractor's company must have at least three years satisfactory experience in the full-time security guard business.

Each bidder should attach an organization profile of their company; however, it must be submitted prior to award. This description is to include, but is not limited to, the following information:

- 1) The year the company submitting the bid was formed.
- 2) Total number of years of this company's security experience, operating under current business name.
- 3) Total number of security employees employed with the company.
- 4) Total number of businesses and/or comparable facilities currently under contract for security guard services.
- 5) Total number of security employees (full-time and part-time), as well as management personnel, that bidder intends to utilize for all facilities in this contract.

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- 6) In accordance with Louisiana Revised Statutes 37:3270-3298, all bidders eligible for award must be licensed by the Louisiana State Board of Private Security Examiners prior to award. Contact the board at (225) 272-2310 for more information.

The Contractor will procure insurance as per the Insurance Requirements for Contractors in Attachment A – Special Terms and Conditions, and shall show evidence of such insurance in the form of Certificate(s) of Insurance prior to contract award. Certificate holder to be issued in the name of: State of Louisiana, Office of State Procurement, 1201 N 3rd St, Baton Rouge, La 70802.

The Contractor will hold and save the Agency, its officers, agents, and employees harmless from liability of any nature or kind, including cost and expenses for, or any account of, any law suit or damages of any character whatsoever resulting from injuries or damages sustained by any person or persons or property by virtue of performance of this contract by the Contractor or its agents.

The Contractor is to contract for services and employment in his firm's name only, and will not implicate the Agency directly or by inference in these transactions. The contractor is in all respects an independent contractor, and none of his employees is to be regarded as employees of the agency.

The contract is not to be assigned or transferred by the Contractor to any subcontractor or any other party during the term of the contract unless approval is received by the Office of State Procurement.

The Contractor shall purchase all licenses necessary for the conduct of these operations and pay all applicable local, state, and federal taxes.

SECURITY GUARD QUALIFICATIONS:

The Contractor must provide a security guard that meets all of the following minimum qualifications. The Agency reserves the right to interview and accept or reject any security guard(s) prior to being assigned by the Contractor.

ARMED:

The security guard must be at least 21 years of age must have proper credential to carry and use a firearm and security wand.

The Agency and/or the Office of State Procurement have the right to verify with the State Board of Private Security Examiners that the Contractor's guards are registered and have proper training. If the board finds the guards are not registered and trained properly, the contract may be canceled, and guard must leave the state facility immediately.

Registration cards issued by the Louisiana State Board of Private Security Examiners must be in the security guard's possession at all times when on duty at the agency.

SECURITY PERSONNEL:

In all cases, the Agency expects the Contractor to assign its best qualified and performing personnel to this contract. The agency shall assume that poorly qualified and poorly performing personnel are failures of the contractor to perform adequately.

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The security guard shall wear appropriate uniform that has been approved by Louisiana State Board of Private Security Examiners and that are clean, pressed, and well-maintained. The Contractor must assist his personnel to ensure proper alterations are completed, uniform belts, and type of shoes are correct. The Contractor shall be responsible for furnishing a minimum of two complete seasonal uniforms, which are well-maintained, and without rips and frays, at no additional expense to the State. The State will not be involved in issues regarding cost/payment of uniforms, belts, etc. for guards. Security guard(s) will not appear to their position in a combination of uniform and civilian clothing, with torn or frayed uniforms, or with hems out of trousers.

SCREENING REQUIREMENTS:

Agency has a right to request drug testing at no additional cost to the State for all guards by a certified laboratory, according to substance abuse and mental health services administration (SAMHSA) guidelines. The report shall identify drugs / metabolites tested for, whether positive or negative. The report shall also indicate the date and time of specimen collection, the date received by the laboratory, and the date and time reported.

The Agency reserves the right to request additional drug screens for security guards for reasonable cause. Any security guard who tests positive on any drug screen shall be immediately dismissed.

Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity, and shall be responsible for taking such disciplinary action with respect to his employees as may be necessary.

REPORTING REQUIREMENTS:

The Contractor may be required to submit monthly shift sheets to the agency. The Contractor must maintain complete and accurate records to substantiate services provided to the agency. The Contractor's records must document the name of security guard providing service, the date service was provided, and the time/shift service was provided.

The Agency reserves the right to request additional reports, which contain documented proof that the requirements as stated herein are being complied with.

On a periodic basis, and/or at the request of the agency, the Contractor shall conduct an examination and review of the security guard's performance while on duty. A written report shall be submitted to the Agency and shall contain the following information regarding the examination and review: A) findings of compliance inspections B) documented information, such as the date C) security guard's name and d) comments regarding the security guard's performance.

ABSENTEEISM:

The Contractor shall provide relief personnel (within one hour) as necessary to ensure that each assignment is performed daily per contract specifications, regardless of employee absenteeism.

CORRESPONDENCE:

The Contractor or his designee shall respond to all inquiries, complaints, and other written correspondence from agency personnel within a seven day period. Correspondence shall be on the Contractor's official stationery.

CERTIFIED PAYROLL RECORDS:

Upon request in writing by the Agency, the Contractor shall within five working days, furnish a certified copy of

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the latest payroll period prior to the date of said request. This record shall reflect payments for all Contractor's employees working under this contract during the payroll period. The State may request copies of any or all such payrolls during the life of this contract.

RESPONSIBILITIES OF THE CONTRACTOR:

1. All security personnel, equipment, uniforms and any other equipment necessary to perform duties must be provided by the Contractor.
2. Contractor agrees that all contracted security personnel will be oriented to and are responsible for being familiar with and adhering to agency's contracted security duties and responsibilities as outlined in this contract. Agency requests that Contractor does not change the personnel when at all possible, unless said personnel are not performing satisfactorily.
3. If requested by Agency, Contractor agrees to provide to Agency a written security personnel schedule on a weekly basis, which depicts names of assigned personnel and times of shifts. Any deviation from this schedule is to be promptly reported to the designated site contact persons.

If for any reason any security personnel is deemed unsuitable by agency, the Contractor shall agree to replace the personnel within 24 hours.

If requested by Agency, Contractor agrees to provide a weekly report inclusive of a report indicating security personnel assignments and the results of monitoring checks.

Contractor is to communicate (report to, inform, consult, and/or advise) as appropriate and necessary to only Agency personnel, as designated.

Governing law - this agreement shall be constructed in accordance with and governed by the laws of the State of Louisiana.

Non-assignable clause - the contractor shall not assign any interest in this contract and shall not transfer the same.

References – if requested, bidder must furnish this agency with at least two references regarding any previous or current employers with which the bidder has or had provided a security services contract.

Contractor is to provide protection against unauthorized personnel on premises. Noted violations are to be reported immediately to Michael Brandon, (225) 772-8065 or Tina Hebert (225) 955-8761 and/or the designated site contact persons.

Contractor must remain in compliance with all state laws pertinent to security/law enforcement operations in effect during this contract period. This includes any laws that would go into effect by the Louisiana State Board of Private Security Examiners.

Payment of services - payment will be made monthly upon receipt of invoice from the contractor that documents the actual hours of services provided. Hours will be verified with sign-in sheets