



INVITATION TO BID NO: 12-X-2233079

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING

REQ. AGENCY : 005000  
DEPARTMENT OF CORRECTIONS  
AGENCY REQ. NO. :  
T-NUMBER : TA779  
DATE ISSUED : 09/22/11  
VENDOR NO. :  
VENDOR PHONE NO. :  
SNAP REQ. NO. : 1473080  
BUYER NAME : BRYAN MATTHEWS

INVITATION TO BID

FOR: HOSPITAL GUARD SERVICE

BUYER PHONE NO. : (334) 353-5433-  
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:  
DATE: 10/11/11 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:  
DATE: 10/12/11 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE \_\_\_\_\_ DAYS OR \_\_\_\_\_ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: \_\_\_\_\_(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN \_\_\_\_\_ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: \_\_\_\_\_  
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: \_\_\_\_\_  
INTERNET WEBSITE: \_\_\_\_\_
6. GENERAL CONTRACTOR'S LICENSE NO: \_\_\_\_\_  
TYPE OF G.C. LICENSE: \_\_\_\_\_

\*\*\*\*\* IMPORTANT NOTE: \*\*\*\*\*

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE ITEM 6 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING  
P O BOX 302620  
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA  
DIVISION OF PURCHASING  
RSA UNION BUILDING  
100 N. UNION ST., SUITE 192  
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED. I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO REFRAIN FROM BIDDING.

SWORN TO AND

\_\_\_\_\_  
VENDOR NUMBER  
(MUST MATCH REGISTRATION)

\_\_\_\_\_  
AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
TYPE/PRINT AUTHORIZED NAME

\_\_\_\_\_  
DAY OF \_\_\_\_\_

\_\_\_\_\_  
MAIL ADDRESS

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
TOLL FREE NUMBER

\_\_\_\_\_  
TERM EXP:

\_\_\_\_\_  
PHONE INCLUDING AREA CODE

\_\_\_\_\_  
FAX NUMBER

STANDARD TERMS & CONDITIONS

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS REV: 03/31/11

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
6. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE EXACT COPY OF THE SIGNED, NOTARIZED INVITATION-TO-BID TO INCLUDE ANY REQUIRED ADDENDUM(S) AND DOCUMENTATION. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
7. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

- BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
- RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
- BID RECEIVED LATE
- BID NOT SIGNED/NOT ORIGINAL SIGNATURE
- BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
- NOTARIZED OWN SIGNATURE
- REQUIRED INFORMATION NOT SUBMITTED WITH BID
- FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY
- BID RECEIVED FROM NON-REGISTERED/EXPIRED VENDOR

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

VENDOR REGISTRATION AND FEE PAYMENT ONLINE

EFFECTIVE SEPTEMBER 1, 2010, VENDORS MUST REGISTER ONLINE TO RECEIVE NOTIFICATION OF BIDS. GO TO WWW.PURCHASING.ALABAMA.GOV TO REGISTER. BIDS WILL NOT BE ACCEPTED FROM NON-REGISTERED VENDORS FOR BIDS ISSUED AFTER SEPTEMBER 1, 2010. A VENDOR'S REGISTRATION MUST BE MAINTAINED THROUGHOUT THE LIFE CYCLE OF AN AWARDED CONTRACT, TO INCLUDE RENEWAL PERIODS. AT THE TIME OF REGISTRATION, VENDOR MUST PAY A BIENNIAL REGISTRATION FEE. PAYMENT MUST BE MADE BY CREDIT CARD, DEBIT CARD, OR BY ELECTRONIC CHECK. VENDOR NUMBER SUBMITTED ON BID RESPONSE MUST MATCH VENDOR REGISTRATION OR THE BID WILL BE REJECTED.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

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ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)

COMPLIANCE WITH THE REPORTING REQUIREMENTS OF THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA): WHEN THE SELECTED VENDOR IS NOTIFIED BY THE PROCURING AGENCY THAT SPECIFIC PURCHASES ARE BEING PAID WITH ARRA OR STIMULUS FUNDS, THE VENDOR SHALL COMPLY WITH THE ARRA REPORTING REQUIREMENTS DEFINED BY THE FEDERAL OMB. THE PROCURING AGENCY IS RESPONSIBLE FOR INFORMING THE AWARDED VENDOR AS SOON AS THE AGENCY IS AWARE THAT ARRA OR STIMULUS FUNDS ARE BEING USED TO PURCHASE ITEMS OR SERVICES AWARDED BY THE ITB AND WHETHER TO REPORT THE INFORMATION TO THE PROCURING AGENCY OR DIRECTLY TO THE FEDERAL GOVERNMENT. THE PROCURING AGENCY MAY NOTIFY THE VENDOR AT THE TIME THE PURCHASE ORDER IS PROCESSED, BY CHANGE ORDER, E-MAIL OR LETTER. THE VENDOR SHALL PROVIDE THE REQUESTED REPORT INFORMATION AS REQUIRED BY LAW.

PURPOSE:

THE PURPOSE OF THIS BID IS TO CREATE A CONTRACT FOR THE EXCLUSIVE USE OF THE ALABAMA DEPARTMENT OF CORRECTIONS FOR GUARDING OF INMATES IN NON-PRISON HOSPITALS ON A 24/7 BASIS UNTIL THEY GO BACK INTO THE PRISON.

AWARD:

THE AWARD SHALL BE MADE TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

NON-APPROPRIATION OF FUNDS:

CONTINUATION OF ANY AGREEMENT BETWEEN THE STATE AND A BIDDER BEYOND A FISCAL YEAR IS CONTINGENT UPON CONTINUED LEGISLATIVE APPROPRIATION OF FUNDS FOR THE PURPOSE OF THIS BID AND ANY RESULTING AGREEMENT. NON-AVAILABILITY OF FUNDS AT ANY TIME SHALL CAUSE ANY AGREEMENT TO BECOME VOID AND UNENFORCEABLE AND NO LIQUIDATED DAMAGES SHALL ACCRUE TO THE STATE AS A RESULT. THE STATE WILL NOT INCUR LIABILITY BEYOND THE PAYMENT OF ACCRUED AGREEMENT PAYMENT.

PRORATION:

ANY PROVISION OF A CONTRACT RESULTING FROM THIS BID TO THE CONTRARY NOTWITHSTANDING, IN THE EVENT OF FAILURE OF THE STATE TO MAKE PAYMENT HEREUNDER AS A RESULT OF PARTIAL UNAVAILABILITY, AT THE TIME SUCH PAYMENT IS DUE, OF SUCH SUFFICIENT REVENUES OF THE STATE TO MAKE SUCH

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PAYMENT (PRORATION OF APPROPRIATED FUNDS FOR THE STATE HAVING BEEN DECLARED BY THE GOVERNOR PURSUANT TO SECTION 41-4-90 OF THE CODE OF ALABAMA 1975), THE CONTRACTOR SHALL HAVE THE OPTION, IN ADDITION TO THE OTHER REMEDIES OF THE CONTRACT, OF RENEGOTIATING THE CONTRACT (EXTENDING OR CHANGING PAYMENT TERMS OR AMOUNTS) OR TERMINATING THE CONTRACT.

REQUESTED INFORMATION:

ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED WITHIN FIVE (5) DAYS FROM RECEIPT OF REQUEST.

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\*\*\*\*\* SPECIFICATIONS #990D07 \*\*\*\*\*

DEPARTMENT OF CORRECTIONS  
HOSPITAL GUARD SERVICE

1. THE VENDOR SHALL FURNISH UNIFORMED GUARDS TO PROVIDE SECURITY, SUPERVISION AND CONTROL OF INMATES THAT ARE ADMITTED TO A NON-PRISON HOSPITAL OR CLINIC. THE PRINCIPAL POSTS, DUTIES AND HOURS OF DUTY OF THE GUARDS WILL BE AGREED UPON BETWEEN THE PARTIES HERETO. IN ORDER TO COMPLY WITH SUCH AGREEMENT, THE CONTRACTOR AGREES TO FURNISH REPLACEMENTS OR SUBSTITUTES FOR REGULARLY ASSIGNED GUARDS WHENEVER NECESSARY.
2. THE GUARDS SHALL AT ALL TIMES TO THE BEST OF THEIR ABILITY PERFORM THEIR DUTY AND SHALL PROMPTLY REPORT TO SUCH INDIVIDUALS AS THE DEPARTMENT MAY FROM TIME TO TIME DESIGNATE; ANY ATTEMPTED ESCAPES, DAMAGE OR DESTRUCTION OF PROPERTY, ACTS OR ATTEMPTED ACTS OF VIOLENCE, CIRCUMSTANCES CAUSING SUSPICION OF INTENDED ESCAPES OR DAMAGE TO PROPERTY, AND ALL OTHER MATTERS RELATING TO THE SECURITY OF THE INMATES AND SHALL MAKE WRITTEN REPORTS WITH RESPECT THERETO.
3. THE VENDOR WILL FURNISH THE GUARDS COMPLETELY OUTFITTED WITH UNIFORMS AND NECESSARY EQUIPMENT INCLUDING BADGES, SIDEARMS, SUFFICIENT RESTRAINTS.
4. THE VENDOR AGREES THAT THE SECURITY SERVICE COVERED BY THIS AGREE-SHALL BE PERFORMED BY QUALIFIED, CAREFUL AND EFFICIENT EMPLOYEES IN STRICT CONFORMITY WITH THE PRACTICE AND SUCH STANDARDS AS MAY BE PRESCRIBED BY THE DEPARTMENT FROM TIME TO TIME. NO GUARD SHALL BE USED BY THE VENDOR FOR PERFORMANCE OF THIS CONTRACT UNTIL HIS CHARACTER AND REPUTATION AS TO HONESTY, SOBRIETY, TRUTHFULNESS, AND RELIABILITY SHALL HAVE BEEN CAREFULLY INVESTIGATED BY THE VENDOR AND/OR THE DEPARTMENT OF CORRECTIONS. APPLICATIONS AND THE RECORD OF ALL SUCH INVESTIGATIONS SHALL BE OPEN TO INSPECTION, COPYING AND REPRODUCTION BY THE DEPARTMENT. THE VENDOR AGREES TO USE ALL REASONABLE AND PRACTICABLE MEANS NOT TO EMPLOY ANY INDIVIDUAL AS A GUARD IF HE HAS AT ANY TIME BEEN CONVICTED OF ANY FELONY OR MISDEMEANOR (OTHER THAN A VIOLATION OF ANY MOTOR VEHICLE OR TRAFFIC LAW), NOR SHALL ANY SUCH GUARD BE EMPLOYED WHO IS FOR ANY REASON WHATSOEVER OBJECTIONABLE TO THE DEPARTMENT.
5. THE VENDOR AGREES THAT THE GUARDS SHALL BE SUBJECT TO ALL DEPARTMENT REGULATIONS WHILE PERFORMING SERVICES OF THIS CONTRACT, AND MEET AND CONTINUE TO MEET WITH THE APPROVAL OF THE DEPARTMENT MANAGEMENT. THE VENDOR FURTHER AGREES THAT THE GUARDS SHALL BE COURTEOUS, NEAT, CLEAN AND PRESENTABLE WHEN ON DUTY.
6. THE VENDOR SHALL SUPERVISE THE PERFORMANCE OF THE GUARDS AND SHALL AT UNANNOUNCED INTERVALS CHECK TO DETERMINE THE MANNER IN WHICH THE GUARDS ARE DISCHARGING THEIR DUTIES.
7. THE VENDOR AGREES TO CARRY AND KEEP IN FULL FORCE AT ALL TIMES THE FOLLOWING INSURANCE: GENERAL LIABILITY, (BODY INJURY, PROPERTY DAMAGE) WITH A MINIMUM OF \$1,000,000 EACH OCCURRENCE AND \$1,000,000 AGGREGATE. THIS CAN BE COVERED BY THE GENERAL LIABILITY BY ITSELF OR TOGETHER WITH THE EXCESS LIABILITY UMBRELLA. WORKMEN'S COMPENSATION IN THE NAME OF THE VENDOR SUFFICIENT UNDER THE LAWS OF THE STATE OF ALABAMA. THE VENDOR SHOULD FURNISH INSURANCE CERTIFICATES WITH THE BID, OR THE BID MAY NOT BE CONSIDERED.
8. VENDOR WILL BE REQUIRED TO HAVE A CONTACT PERSON WITH A PHONE NUMBER. THE PHONE IS TO BE MANNED 24 HOURS A DAY, 7 DAYS PER WEEK. THE PHONE IS TO BE MANNED BY A PERSON WITH THE COMPANY OR

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AN ANSWERING SERVICE, BUT NOT AN ANSWERING MACHINE. VENDOR MUST RESPOND TO THE PHONE CALLS WITHIN 30 MINUTES OF RECEIPT BY THE ANSWERING SERVICE. THE VENDOR MUST FURNISH PHONE NUMBER TO THE DEPARTMENT PRIOR TO ISSUANCE OF PURCHASE ORDER.

9. THIS AGREEMENT MAY BE TERMINATED AT ANY TIME DURING THE CONTRACT BY EITHER PARTY BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO THE OTHER PARTY, AND RECEIVING WRITTEN ACKNOWLEDGEMENT THEREOF.
10. VENDOR WILL BE REQUIRED TO MAKE AVAILABLE FOR INSPECTION BY THE DEPARTMENT OF CORRECTIONS ALL SHIFT LOGS, PAYROLL RECORDS, ETC. FOR SERVICES RENDERED TO THE DEPARTMENT.
11. VENDOR'S OFFICERS WILL BE REQUIRED TO SIGN IN AND OUT WITH THE HOSPITAL SECURITY DIVISION, IN ADDITION TO ANY LOGS OR SIGN IN SHEET THE VENDOR REQUIRES.

OTHER GENERAL REQUIREMENTS:

1. VENDOR MUST BE LICENSED BY APPROPRIATE MUNICIPAL, COUNTY, AND STATE AGENCIES. VENDOR MUST SUBMIT A COPY OF THEIR CURRENT ALABAMA SECURITY REGULATORY BOARD LICENSE WITH BID.
2. THE WARDEN OR DEPUTY COMMISSIONER HAS THE RIGHT TO HAVE A GUARD REMOVED BY THE VENDOR ON A ONE DAY NOTICE AND REPLACE WITH ANOTHER GUARD, IF HE DEMONSTRATES UNSATISFACTORY PERFORMANCE, OR ANY OTHER REASON THAT IS DEEMED NECESSARY FOR REMOVAL.
3. VENDOR IS TO INCLUDE WITH BID, PROOF OF HAVING A TRAINING PROGRAM, WHETHER IT BE A LETTER FROM THE TRAINING AGENCY OR FROM DESCRIPTIVE LITERATURE SUBMITTED BY THE CONTRACTOR. THIS SHOULD ACCOMPANY BID, OR BID MAY NOT BE CONSIDERED.
4. THE DEPARTMENT RESERVES THE RIGHT TO SCREEN ALL UNIFORMED GUARDS BEFORE THEIR PLACEMENT.
5. VENDOR IS TO INCLUDE WITH HIS BID THREE OR MORE RELIABLE REFERENCES WITH ADDRESS, PHONE NUMBER AND CONTACT PERSON. THE REFERENCES ARE TO BE WITHIN ALABAMA AND/OR THE LOCAL AREA.
6. INSURE THAT ALL ENTRANCE AND EXITS FROM THE SECURITY HOSPITAL SECTION HAVE ADEQUATE SECURITY IN ORDER TO PREVENT ESCAPES, INTRODUCTION OF CONTRABAND AND/OR WEAPONS TO THE INMATES.
7. PROVIDE SECURITY PERSONNEL TO SCREEN, SEARCH, AND MONITOR VISITORS, WHO HAVE BEEN APPROVED IN WRITING BY THE WARDEN, OR HIS DESIGNEE. ONLY THOSE VISITORS APPROVED IN WRITING WILL BE ALLOWED.
8. PROVIDE SECURITY PERSONNEL TO SEARCH INMATES ROOMS AND/OR WARDS USED BY INMATES TO GUARD AGAINST CONTRABAND, WEAPONS, AND TO PREVENT ESCAPES.
9. PROVIDE SECURITY WHILE MEDICAL PERSONNEL ARE ADMINISTERING MEDICAL TREATMENT OR PROVIDING MEDICAL SERVICES TO THE INMATES TO PREVENT A HOSTAGE SITUATION AND/OR PREVENT ESCAPE OR THE INTRODUCTION OF CONTRABAND.
10. PROVIDE SECURITY ESCORTS FOR THE INMATES TO AND FROM ALL AREAS OF THE HOSPITAL (X-RAY, LABORATORY, PHYSICAL THERAPY, SURGERY, ETC.)
11. PROVIDE SECURITY PERSONNEL TO SUPERVISE AND PROVIDE SECURITY WHILE INMATES ARE RECEIVING TREATMENT IN THE EMERGENCY ROOM.
12. PROVIDE SUFFICIENT RESTRAINTS (HANDCUFFS AND LEG IRONS) TO PROVIDE MAXIMUM SECURITY, CUSTODY, AND CONTROL OVER INMATES TO

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PREVENT ESCAPES OR HOSTAGE.

- 13. SECURITY OFFICERS MUST BE "FIRE ARM CERTIFIED" BY APPROPRIATE AUTHORITY.

INDIVIDUAL GUARD REQUIREMENTS:

- 1. BE FREE OF ANY PHYSICAL IMPAIRMENTS.
- 2. BE PHYSICALLY CAPABLE OR MAINTAINING ORDER IN STRESSFUL, CONFRONTIVE DANGEROUS SITUATIONS AND OF REMOVING FROM THE AGENCY DISRUPTIVE, UNRULY PERSONS.
- 3. BE CAPABLE OF STANDING FOR PROLONGED PERIODS OF TIME.
- 4. HOLD A VALID PERMIT TO CARRY A PISTOL. MINIMUM AGE 21.

TRAINING AND EXPERIENCE REQUIREMENTS:

- 1. EACH GUARD MUST HAVE A WORKING KNOWLEDGE OF LOCAL AND STATE STATUTES ON LAW ENFORCEMENT AND PUBLIC SAFETY. EACH GUARD MUST HAVE HAD TRAINING AND EXPERIENCE IN HUMAN RELATIONS, WEAPONS, INCLUDING FIRM ARMS AND CROWD MANAGEMENT AND CONTROL.

CONTRACT PERIOD:

DATE OF ISSUE THROUGH 12 MONTH PERIOD. TO BE RENEWED UP TO 4 ADDITIONAL 12 MONTH PERIODS WITH APPROVAL OF VENDOR AND STATE.

NOTE:

DESCRIPTION LITERATURE, INSURANCE CERTIFICATE, REFERENCES, TRAINING PROGRAM, COPY OF VALID ALABAMA SECURITY REGULATORY BOARD LICENSE, AND ANY SUPPLEMENTAL INFORMATION MUST BE SUBMITTED WITH THE BID OR THE BID MAY BE REJECTED. REFERENCE TO ANY OF THE ABOVE SUBMITTED WITH A PREVIOUS BID OR ON FILE WITH THE PURCHASING DIVISION WILL NOT SATISFY THIS REQUIREMENT.

BID VALID PERIOD:

BID PRICES SUBMITTED WILL BE BINDING DURING THE STATE "CONTRACT PERIOD". ANY CANCELLATIONS OF INITIAL AWARDS WILL BE AWARDED TO THE NEXT LOW ACCEPTABLE BID PRICE RECEIVED FROM THE BIDDING. CONTRACTORS ARE CAUTIONED TO BID ONLY ON THE LOCATION THAT THEY CAN AND WILL SERVICE DURING THIS PERIOD OR ANY PORTION THEREOF. RANDOM BIDDING AND SUBSEQUENT CANCELLATIONS WILL ENDANGER ANY PURCHASE ORDERS YOU HOLD AND MAY DISQUALIFY YOU FROM FUTURE BIDDING.

\*\*\*\*\* N O T E \*\*\*\*\*

IN ADDITION, THE SPECIFIC RULES AND REGULATIONS FOR THE DAY-TO-DAY OPERATIONS OF THE SECURITY CONTRACT SERVICES AS WELL AS THE SECURITY POST PROCEDURES WILL BE DEVELOPED BY THE DEPARTMENT OF CORRECTIONS INSTITUTION WHICH HAS DIRECT SUPERVISION AND CONTROL OF THE INMATES WHO ARE ADMITTED TO THE HOSPITAL FOR TREATMENT OR CARE. THE DECISION AS TO THE NUMBER OF GUARDS NEEDED PER INMATE WILL BE THE DEPARTMENT OF CORRECTIONS.

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ATTACHMENTS

VENDOR NAME :

VENDOR NUMBER:

ITB NO. : 12-X-2233079

OPEN DATE : 10/12/11 TIME: 10:00 AM

T-NUMBER : TA779

RETURN DATE: 10/11/11 TIME: 5:00 PM

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INVITATION TO BID

FOR ADDITIONAL INFORMATION CONCERNING SPECIFICATIONS OF ITB, YOU  
MAY CONTACT ROBERT BRANTLEY @ 334-353-5561 OR EMAIL  
ROBERT.BRANTLEY@DOC.ALABAMA.GOV.

FOR PROCEDURAL INFORMATION, YOU MAY CONTACT BRYAN MATTHEWS AT 334-353-  
5433 OR EMAIL BRYAN.MATTHEWS@PURCHASING.ALABAMA.GOV.

PRICE SHEET

VENDOR NAME :

INVITATION TO BID

VENDOR NUMBER: -  
 ITB NO. : 12-X-2233079 PAGE 10  
 OPEN DATE : 10/12/11 TIME: 10:00 AM  
 T-NUMBER : TA779  
 RETURN DATE: 10/11/11 TIME: 5:00 PM

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
	UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: 005000 / 005M02 DEPARTMENT OF CORRECTIONS ADOC - LIST ATTACHED X X X				
	AL 00000				
00007	COMMODITY CODE: 990-46-053519 ON CALL GUARD SERVICES, FURNISHING ONE OR MORE GUARDS UP TO SEVEN DAYS PER WEEK  REFER TO SPECIFICATIONS FOR COMPLETE SERVICE DESCRIPTION.  SHIP TO: 005000 / 005M19 DEPARTMENT OF CORRECTIONS LIMESTONE CORRECTIONAL FACILITY 28779 NICK DAVIS ROAD HARVEST AL 35749	1	HR		

PAGE TOTAL \_\_\_\_\_  
 BID TOTAL \_\_\_\_\_