



INVITATION TO BID NO: 14-X-2254868

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING

REQ. AGENCY : 008000  
DEPARTMENT OF EDUCATION  
AGENCY REQ. NO. : 437000  
T-NUMBER : TA018  
DATE ISSUED : 09/10/13  
VENDOR NO. :  
VENDOR PHONE NO. :  
SNAP REQ. NO. : 1515876  
BUYER NAME : BRYAN MATTHEWS

INVITATION TO BID

FOR: GUARD SERVICE-MOBILE DDS-437000

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

BID MUST BE RECEIVED BEFORE:  
DATE: 09/30/13 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:  
DATE: 10/01/13 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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INVITATION TO BID

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 .

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

BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 AND AS AMENDED BY ACT 2012-491)

AS A CONDITION FOR AWARD OF THIS ITB, THE VENDOR ACKNOWLEDGES THE FOLLOWING:

"BY SIGNING THIS CONTRACT, THE CONTRACTING PARTIES AFFIRM, FOR THE DURATION OF ANY AGREEMENT THAT THEY WILL NOT VIOLATE FEDERAL IMMIGRATION LAW OR KNOWINGLY EMPLOY, HIRE FOR EMPLOYMENT, OR CONTINUE TO EMPLOY AN UNAUTHORIZED ALIEN WITHIN THE STATE OF ALABAMA. FURTHERMORE, A CONTRACTING PARTY FOUND TO BE IN VIOLATION OF THIS PROVISION SHALL BE DEEMED IN BREACH OF THE AGREEMENT AND SHALL BE RESPONSIBLE FOR ALL DAMAGES RESULTING THEREFROM."

STANDARD TERMS & CONDITIONS

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VERIFICATION OF ENROLLMENT IN THE E-VERIFY PROGRAM WILL BE REQUIRED PRIOR TO ANY AWARD TO A VENDOR WHO EMPLOYS ONE OR MORE EMPLOYEES WITHIN THE STATE OF ALABAMA. E-VERIFY DOCUMENTATION SHOULD BE IDENTIFIED WITH THE BID NUMBER AND THE BUYER NAME. FAILURE TO PROVIDE DOCUMENTATION WITHIN 5 CALENDAR DAYS OF NOTIFICATION WILL RESULT IN THE REJECTION OF YOUR BID. TO ENROLL IN THE E-VERIFY PROGRAM VISIT WWW.DHS.GOV/E-VERIFY.

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 HEREBY 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 AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

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.

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.

AWARD:

AWARD WILL BE MADE "ALL OR NONE" TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

LIABILITY INSURANCE:

VENDOR MUST HAVE A MINIMUM OF \$1,000,000.00 LIABILITY COVERAGE WITH \$1,000,000.00 PER OCCURANCE AND MUST BE IN EFFECT FOR THE CONTRACT PERIOD. INSURANCE CERTIFICATE, OR LETTER OF INTENT TO PROVIDE THE AMOUNT OF COVERAGE FROM THE INSURANCE COMPANY MUST BE SUBMITTED WITH THE BID, OR THE BID WILL BE REJECTED. VENDOR IS RESPONSIBLE FOR ALL LOSSES/DAMAGES CAUSED BY ITS EMPLOYEES. INSURANCE CERTIFICATE, WHEN ISSUED, MUST SHOW THE STATE OF ALABAMA AS THE CERTIFCATE HOLDER.

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.

MINIMUM WAGE:

IN THE EVENT THE FEDERAL GOVERNMENT INCREASES THE MINIMUM WAGE DURING A CONTRACT PERIOD, THE VENDOR SHALL INCREASE THE WAGES TO MATCH THE NEW RATE AS SOON AS POSSIBLE AFTER THE EFFECTIVE DATE.

NOTE: VENDOR MUST INCLUDE IN THE HOURLY RATE ANY COST OF SUPPLIES FOR THE DURATION OF THE CONTRACT. THE ONLY INCREASE IN THE HOURLY RATE WILL BE ANY INCREASE TO THE MINIMUM WAGE ADDED TO THE HOURLY RATE BID.

NON-APPROPRIATION OF FUNDS:

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INVITATION TO BID

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 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.

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INVITATION TO BID

\*\*\*\*\* SPECIFICATION 990D87 - GUARD SERVICE \*\*\*\*\*

1. THE CONTRACTOR SHALL FURNISH UNIFORMED GUARDS TO PROTECT AND PREVENT THE PROTECTED PROPERTY AGAINST FIRES, THEFTS, AND DAMAGE OR DESTRUCTION BY SABOTAGE, RIOTS OR OTHER INTENTIONAL ACTS OF VIOLENCE. 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 DUTIES AND SHALL PROMPTLY REPORT TO SUCH INDIVIDUALS AS THE DEPARTMENT MAY FROM TIME TO TIME DESIGNATE; ANY FIRES, THEFTS, OR ATTEMPTED THEFTS; DAMAGE OR DESTRUCTION OF PROPERTY; SABOTAGE OR ATTEMPTED SABOTAGE; RIOTS; ACTS OR ATTEMPTED ACTS OF VIOLENCE; CIRCUMSTANCES CAUSING SUSPICION OF INTENDED THEFTS OR DAMAGE TO PROPERTY; AND ALL OTHER MATTERS RELATING TO THE SAFETY OF THE PROTECTED PROPERTY WHICH ARE DISCOVERED BY THEM OR WHICH IN THE EXERCISE OF DUE DILIGENCE SHOULD BE DISCOVERED BY THEM AND MAKE WRITTEN REPORTS WITH RESPECT THERETO.

3. THE CONTRACTOR WILL FURNISH THE GUARDS COMPLETELY OUTFITTED WITH UNIFORMS AND NECESSARY EQUIPMENT INCLUDING BADGES, AND SIDEARMS WHEN DESIRED.

4. THE CONTRACTOR AGREES THAT THE PROTECTION SERVICE COVERED BY THIS AGREEMENT 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 EMPLOYED BY THE CONTRACTOR UPON THE PROTECTED PROPERTY UNTIL HIS CHARACTER AND REPUTATION AS TO HONESTY, SOBRIETY, TRUTHFULNESS, RELIABILITY AND ALL OTHER QUESTIONS SHALL HAVE BEEN CAREFULLY INVESTIGATED BY THE CONTRACTOR. APPLICATIONS AND THE RECORD OF ALL SUCH INVESTIGATIONS SHALL BE OPEN TO INSPECTION, COPYING AND REPRODUCTION BY THE DEPARTMENT. THE CONTRACTOR 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 CONTRACTOR AGREES THAT THE GUARDS SHALL BE SUBJECT TO ALL DEPARTMENT REGULATIONS WHILE ON THE PREMISES OF THE PROTECTED PROPERTY AND MEET AND CONTINUE TO MEET WITH THE APPROVAL OF THE DEPARTMENT MANAGEMENT. THE CONTRACTOR FURTHER AGREES THAT THE GUARDS SHALL BE COURTEOUS, NEAT, CLEAN AND PRESENTABLE WHEN ON DUTY.

6. THE CONTRACTOR SHALL SUPERVISE THE PERFORMANCE OF THE GUARDS AND SHALL AT UNANNOUNCED INTERVALS CALL ON THE PROTECTED PROPERTY TO DETERMINE THE MANNER IN WHICH THE GUARDS ARE DISCHARGING THEIR DUTIES.

7. THE CONTRACTOR AGREES TO CARRY AND KEEP IN FULL FORCE AT ALL TIMES THE FOLLOWING INSURANCE: GENERAL LIABILITY, (BODILY INJURY, PROPERTY DAMAGE) WITH A MINIMUM OF \$1,000,000 FOR 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 SHALL FURNISH INSURANCE CERTIFICATES WITH THE BID, OR THE BID MAY NOT BE CONSIDERED.

8. CONTRACTOR WILL BE REQUIRED TO HAVE A LOCAL CONTACT PERSON WITH A LOCAL PHONE NUMBER. THE PHONE IS TO BE MANNED BETWEEN THE HOURS OF 8:00 AM - 5:00 PM MONDAY THRU FRIDAY. IN SOME CASES IT MAY BE REQUIRED TO BE MANNED BETWEEN 7 AM - 5 PM. IT MAY BE REQUIRED THAT THE PHONE BE MANNED 24 HOURS A DAY, SEVEN DAYS PER WEEK. IF THE PHONE IS TO BE MANNED MORE THAN 8 HOURS A DAY, IT WILL BE INDICATED IN THE BID.

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THE PHONE IS TO BE MANNED BY A PERSON WITH THE COMPANY OR AN ANSWERING SERVICE, BUT NOT AN ANSWERING MACHINE. CONTRACTOR MUST RESPOND TO THE PHONE CALLS WITHIN 30 MINUTES OF RECEIPT BY THE ANSWERING SERVICE. THE CONTRACTOR MUST FURNISH PHONE NUMBER TO THE DEPT. & THE PURCHASING DIVISION PRIOR TO THE ISSUANCE OF PURCHASE ORDER.

9. CODE OF ADMINISTRATIVE PROCEDURE SECTION 355-4-1-04 (11,12,13,14) IS INCORPORATED HEREIN BY REFERENCE.

OTHER GENERAL REQUIREMENTS:

1. CONTRACTOR MUST BE LICENSED BY APPROPRIATE MUNICIPAL, COUNTY, AND STATE AGENCIES.
2. OFF SITE SUPERVISION WITH FREQUENT INSPECTIONS.
3. MINIMUM OF ONE TRAINED/EXPERIENCED GUARD RESERVE.
4. MAXIMUM OF TWO HOUR REPLACEMENT TIME.
5. PROVIDE ADDITIONAL GUARDS IN CASE OF ALARM OUT, POWER OUT, OR OTHER EMERGENCY CONDITIONS.
6. CONTRACTOR MAY BE REQUIRED TO ACCOMPLISH A SITE SECURITY SURVEY AND PUBLISH COMPREHENSIVE "POST ORDER" WITHIN 14 DAYS OF ISSUANCE OF A PURCHASE ORDER.
7. THE DIRECTOR OR ADMINISTRATOR HAS THE RIGHT TO HAVE A GUARD REMOVED BY THE CONTRACTOR ON A ONE DAY NOTICE AND REPLACED WITH ANOTHER GUARD, IF HE DEMONSTRATES UNSATISFACTORY PERFORMANCE, OR ANY OTHER REASON THAT IS DEEMED NECESSARY FOR REMOVAL.
8. CONTRACTOR 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 IS TO ACCOMPANY BID, OR BID MAY NOT BE CONSIDERED.
9. THE DEPARTMENT RESERVES THE RIGHT TO SCREEN ALL UNIFORMED GUARDS BEFORE THEIR PLACEMENT.
10. IF REQUIRED, THERE WILL BE PERIODIC PATROLING OF THE BUILDING & ADJOINING PREMISES, AND THE GUARD WILL BE REQUIRED TO CHECK EMPLOYEE IDENTIFICATION BADGES & MAINTAIN VISITORS LOG. THE GUARD WILL BE REQUIRED TO MAINTAIN A LOG BOOK TO RECORD ANY INCIDENT THAT MAY OCCUR DURING HIS DUTY PERIOD. THE GUARD WILL PERFORM ANY OTHER DUTIES DEEMED NECESSARY BY THE DEPARTMENT TO MAINTAIN SAFETY & SECURITY.
11. CONTRACTOR IS TO SUPPLY UPON REQUEST WITHIN 10 DAYS THREE OR MORE REFERENCES WITH ADDRESS, PHONE NUMBER AND CONTACT PERSON. THE REFERENCES ARE TO BE WITHIN ALABAMA AND/OR THE LOCAL AREA. REFERENCES ARE TO BE FROM RELIABLE SOURCES.

INDIVIDUAL GUARD REQUIREMENTS:

1. HAVE A HIGH SCHOOL DIPLOMA OR G. E. D.
2. EACH GUARD MUST HAVE A PHYSICAL EXAMINATION BY A CERTIFIED PHYSICIAN DOCUMENTING THE PERSON IS ABLE TO PHYSICALLY PERFORM THE JOB.
3. BE FREE OF ANY PHYSICAL IMPAIRMENTS.
4. BE PHYSICALLY CAPABLE OF MAINTAINING ORDER IN STRESSFUL, CONFRONTIVE DANGEROUS SITUATIONS AND OF REMOVING FROM THE AGENCY DISRUPTIVE, UNRULY PERSONS.

SPECIFICATIONS

VENDOR NAME :

VENDOR NUMBER:

ITB NO. : 14-X-2254868

OPEN DATE : 10/01/13 TIME: 10:00 AM

T-NUMBER : TA018

RETURN DATE: 09/30/13 TIME: 5:00 PM

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INVITATION TO BID

5. BE CAPABLE OF STANDING FOR PROLONGED PERIODS OF TIME.
6. HOLD A VALID PERMIT TO CARRY A PISTOL. MIMINUM 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 FIRE ARMS AND CROWD MANAGEMENT AND CONTROL.

2. EACH GUARD IS TO HAVE ANNUAL RANGE CERTIFICATION BY A NATIONAL RIFLE ASSOCIATION QUALIFIED INSTRUCTOR.

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 14-X-2254868 PAGE 10  
OPEN DATE : 10/01/13 TIME: 10:00 AM  
T-NUMBER : TA018  
RETURN DATE: 09/30/13 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: 008000 / 008M41 DEPARTMENT OF EDUCATION DISABILITY DETERMINATION SERVICES 2000 OLD BAYFRONT DRIVE BROOKLEY CENTER MOBILE AL 36615-0000					
00001	COMMODITY CODE: 990-46-050792 GUARD SERVICE, IN ACCORDANCE WITH SPECIFICATION # 990D87.  GUARD SERVICE FOR THE DISABILITY DETERMINATION OFFICE IN MOBILE AL. 739 N. UNIVERSITY BLVD., SUITE 300 MOBILE AL 36608  GUARD SERVICE PROVIDED 6:30 AM TO 6:30 PM MONDAY - FRIDAY, EXCLUDING STATE HOLIDAYS AS PER ATTACHED SPECIFICATIONS.  AGENCY MAY ADD/DELETE GUARDS AS NEEDED. ESTIMATED USAGE: 2,964 HOURS PER ANNUM, SUBJECT TO INCREASE OR DECREASE AS NEEDED. TO BE BILLED MONTHLY IN ARREARS.  FOR MORE INFORMATION, CONTACT: JACKY P TODD @ 334-242-9760.	1	HR		

PAGE TOTAL

BID TOTAL

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