



## Attachment B – Specifications

RFx No.:3000022002

Title: Armed Security Guard Services - DCFS

*THE INTENT OF THESE SPECIFICATIONS ARE TO PROVIDE FOR A  
COMPLETE SECURITY GUARD SERVICE CONTRACT.*

### **DETAIL AT DCFS CHILD WELFARE ORLEANS:**

Detail will provide one (1) armed uniformed guard with gun and security wand every day for the Terrebonne Parish Child Welfare and Economic Stability Office at 1012 West Tunnel Blvd, Houma, La 70360.

Shifts will be Monday through Friday for a total of 47.5 hours per week. Shift will begin at 7:00 a.m. to 5:00 p.m., including two (2) fifteen (15) minute breaks and one (1) thirty (30) minute lunch break, excluding State holidays and weekends unless authorized by DCFS.

Armed Security guard will be responsible for securing the safety of the office staff clients. Armed Security guard will also be responsible for the opening and closing of the office daily. Armed Security guard will maintain order in the lobby. Armed Security guard will also monitor the staff in the interviewing areas to maintain safety for the staff. Armed Security guard will also respond to and report any incidents to the office located at 1012 West Tunnel Blvd, Houma, La 70360. Armed Security guard will make rounds at 1012 West Tunnel Blvd, Houma, La 70360 making sure everything is in order.

### **MEAL AND RESTROOM BREAKS:**

Security personnel may take a break for meals at a time when activity is at a lull and the interviewing/reception areas are empty. Security personnel should not leave the premises for meal breaks. Security personnel are provided door codes to enter the staff area and can eat lunch in the kitchen. Security personnel does not have to inform the receptionist when visiting the restroom.

### **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, he and his employees will conduct themselves in a careful and prudent manner, and he will not permit the facility placed at his disposal to be used for purposes other than those specified herein.

**The Contractor shall pay security guards a minimum wage of \$17.00/hr.**



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### **CONTRACTOR QUALIFICATIONS:**

The Contractor's company must have at least three (3) 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.
- 6) Copy of current license issued by the Louisiana State Board of Private Security Examiners. 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 sub-Contractor 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.



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### **SECURITY GUARD QUALIFICATIONS:**

The Contractor must provide security guards that meet 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 twenty-one (21) years of age if registered armed.

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 cancelled, and guard(s) 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.

Security guards shall wear appropriate uniforms that have 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 (2) 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 guards 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.

The Contractor is responsible for having enough staff assigned to the contract to cover all required hours without charging the Agency overtime, unless otherwise stated in the bid or prior approval from the Agency is granted.

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.



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### **SCREENING REQUIREMENTS:**

Agency has a right to request drug testing, including results, 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.

### **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: A) Name of security guard providing service; B) Date service provided; and C) 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; date of examination C) security guard's name and D) any additional comments regarding the security guard's performance.

### **STAFFING STANDARDS:**

The Contractor shall have a paging device / cell phone, or answering service number so that he/she may be contacted by the Agency contact twenty-four (24) hours per day by telephone or pager. All calls must be returned within a two (2) hour period.

Any change in telephone / pager numbers must be made available to the Agency within a twenty-four (24) hour period.

### **ABSENTEEISM:**

The Contractor shall provide relief personnel within one (1) 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 (7) day period. Correspondence shall be on the Contractor's official stationery.



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### **CERTIFIED PAYROLL RECORDS:**

Upon request in writing by the Agency, the Contractor shall within five (5) working days, furnish a certified copy of 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 LilShannon "Monique" Williams 985-791-7335 or Shemika Scoby 985-709-3090.

If for any reason any security personnel is deemed unsuitable by Agency, the Contractor shall agree to replace the personnel within twenty-four (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 (2) references regarding any previous or current employers with which the bidder has or had provided a security services contract.



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1. NAME OF EMPLOYER:

ADDRESS:

CITY, STATE, ZIP:

TELEPHONE:

EMAIL:

2. NAME OF EMPLOYER:

ADDRESS:

CITY, STATE, ZIP:

TELEPHONE:

EMAIL:

Contractor is to provide protection against unauthorized personnel on premises. Noted violations are to be reported immediately to LilShannon “Monique” Williams 985-791-7335 or Shemika Scoby 985-709-3090.

Armed uniformed guards to be equipped with a gun and security wand.

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.

"Non-performance" shall be defined as failure to meet any requirements as specified in the contract.

Contractor hereby agrees to adhere to the mandates dictated by title VI and Title VII of the Civil Rights Act of 1964 as amended; section 402 of the Vietnam Era Veterans Adjustment Assistance Act of 1974; section 503 of the rehabilitation act of 1973 and to section 202 of Executive order 11246 as amended. Contractor agrees that he/she will not discriminate in the rendering of services to and/or employment of individuals because of race, sex, age, color, religion, national origin, disabled veteran, political belief, veteran status or any other non-merit factor.