



**Attachment B – Specifications
(Added per Addendum No. 1 – 07/18/24)**

RFx: 3000023326

TITLE: Armed Guard Services - SOS

Agency: Louisiana Department of State

Site Address: 3015 Greenwood Road, Shreveport, LA 71109

Points of Contact: Robert Adams – 318-632-2020

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The intent of these specifications is to provide for a complete security guard services contract.

General Conditions

All contractor personnel are expected to work in a manner which will maintain the security and best interests of the Secretary of State/Louisiana State Exhibit Museum, 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.

Contractor Qualifications

The contractor must be an established business having at least three (3) years' satisfactory experience in the full time security guard services business and have a good track record free of complaints with the Better Business Bureau in Shreveport.

Each bidder should attached 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 was formed.
2. Total number of businesses and/or comparable facilities under contract for security guard services.
3. Total number of security employees (full-time and part-time), as well as management personnel that the bidder intends to utilize for all facilities in this contract.
4. Copy of license issued by the Louisiana State Board of Private Security Examiners.

The contractor will procure insurance as per attached insurance requirements, and shall show evidence of such insurance in the form of certificates of insurance prior to contract award. The cost of such insurance shall be included in the contractors final bid price.

The contractor shall not allow any person that is not on the contractor's payroll in the facility at any time.

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 lawsuit 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 contractors 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 to be in all respects an independent contractor, and none of his employees are to be regarded as employees of the Agency.

Attachment B – Specifications
(Added per Addendum No. 1 – 07/18/24)

RFx: 3000023326

TITLE: Armed Guard Services - SOS

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.

At the option of the State of Louisiana, and acceptance by the contractor, this contract may be extended for two additional 12-month periods at the same price, terms and conditions. The contract is not to exceed 36 months.

The terms and conditions of this contract cannot be changed, altered, or modified in any way without the advance written approval from the Office of State Procurement. If because of reasons beyond the control of the Agency (E.G. fire), business operation in any or all of the facilities is interrupted or stopped, the Agency shall have the right to terminate this contract upon 10 days certified written notice without any penalty thereof.

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

General Contract Specifications

To provide security guard services for the Louisiana State Exhibit Museum in strict accordance with the following special conditions and specifications:

- Contract to cover a period of one year, 12 months to begin date of award and end June 30, 2025.
- This agreement shall be construed in accordance with and governed by the laws of the State of Louisiana.
- Contractor grants to the Legislative Auditor of the State of Louisiana and/or the Louisiana State Exhibit Museum/Secretary of State the option of auditing all records of contractor pertinent to this contract.
- Payment will be made monthly upon receipt of invoice from the contractor. Contractor will provide one monthly invoice which documents the actual hours of service performed.
- Contractor should furnish the agency with no less than three references of employers with which the contractor has or had provided a security contract. This information should be included in bid.
- The Secretary of State’s Office may cancel the contract with a 30 day written notification without penalty of termination charge to the State of Louisiana.
- Contract calls for one armed guard working nine hours, five days a week from 7:45 AM until 4:45 PM.
- The personnel assigned by the contractor to perform services described within this contract shall be qualified to perform the assigned duties. Contractor assumes responsibility for its personnel providing services described herein.
- Contractor agrees to keep confidential all information and materials which will come into possession or knowledge of contractor in connection with this contract or the performance thereof, excepting only such information as is already known to the public, and not to release, use, or disclose the same except with written permission of the Agency.
- Throughout the year, the Agency will require extra armed guard or extension of regularly scheduled hours for special events at the site.
- Security services must also be provided at the request of the Museum Director and/or his representative in case of emergency, disaster, and/or other situations within two hours.

Attachment B – Specifications
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- The contractor will have at least three other guards on staff that have been pre-approved by the agency to work when the primary assigned guard is off, on sick leave, or otherwise not available, or when additional staffing is required by the Agency as set forth above.

Specific Contract Specifications (Guard Duties)

- Contracted security guards shall report to the Museum Director and/or his designee while on duty at the Louisiana State Exhibit Museum.
- Guard services are to provide protection against unauthorized persons on premises, suspicious persons, theft and vandalism. The guard must be vigilant to suspicious activity and be constantly roaming the building and grounds and making hourly rounds, unless assigned to a specific area by management. Concerns are to be noted in reports and verbally reported immediately to the Museum Director and/or his designee. The daily log will reflect the hourly rounds.
- The guard will pay particular attention to the West Wing, when an exhibit is on display, and when the area is opened to the public.
- A written report (daily log) is to be maintained. Each guard round will also involve checking doors and locks and turning off/on lights as appropriate.
- Contracted security guards shall be alert for defects and deficiencies in buildings, grounds, lights burned out, broken windows and doors, water leaks, etc. and shall make timely reports of any discoveries.
- Contracted security guards shall comply with fire and safety regulations, and report fire and safety hazards immediately to the Museum Director and/or his designee and follow up with a typed/written report within eight hours.
- Contracted security guards shall participate in all fire drills whether conducted or real in state buildings and assist in enforcing the evacuation plan and after action report.
- Contracted security guards shall report promptly to the Museum Director and/or his designee thefts, suspicion of theft, incidents, unusual conditions, suspicious people, etc., and follow up with a typed/written report within eight hours.
- Contracted security guards are required to give full attention to their duties. Idle conversation and the reading of literature, newspapers, and reading books, watching television or any other similar diversions is not permitted while on duty. The use of profanity, obscene gestures, loud and boisterous language, alcohol or drugs, while on duty will not be permitted.
- Contracted security guards will only be authorized to operate equipment of the Louisiana State Exhibit Museum necessary to perform their duties.
- Contractor agrees to provide periodic orientation and training sessions for security guards assigned to Agency facilities as part of this contract.
- Contractor agrees that all contracted security personnel will be oriented to and are responsible for being familiar with and adhering to Agency’s “service and responsibilities” procedures as outlined in the contract. Agency requests that contractor not change his personnel except when absolutely necessary.
- If for any reason any security guards are deemed unsuitable by this agency vendor will agree to replace the personnel and times of shifts. Any deviation from this schedule is to promptly report to the Museum Director and/or his designee.
- Contractor agrees to provide the Museum Director and/or his designee a copy of the daily logs inclusive of a report indicating security personnel assignments and the results of daily rounds.

Attachment B – Specifications
(Added per Addendum No. 1 – 07/18/24)

RFx: 3000023326

TITLE: Armed Guard Services - SOS

- Contractor is to communicate (report, inform, and/or advise) as appropriate and necessary to only Agency personnel, as determined by the Museum Director and/or his designee.
- Contracted security personnel may make a maximum of 30 minutes per shift for meals and officers must not leave their post during this time.
- Contractor security personnel will be responsible for signing in and out for actual hours worked.
- Contracted security personnel will perform any other security related functions and/or duties necessary at the request of the Museum Director and/or his designee.

Security Guard Compensation

The security guard will be paid a minimum of \$9.50 per hour. This will be verified by the Agency.

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 guards prior to being assigned by the contractor.

- The security guard will be an armed post.
- The security guard will be at least 21 years of age and shall meet all regulations and requirements for an armed security officer in the state of Louisiana as required by the Louisiana State Board of Private Security Examiners.
- The security guard will have a minimum of three years prior experience as a licensed security officer in the state of Louisiana. The contractor will provide evidence of this experience that can be verified by the Agency. The agency shall assume that poorly qualified and poorly performing personnel are failures of the contractor to perform adequately.
- The security guard must be a resident of Louisiana and be able to read and write the English language.
- The security guard must be physically fit, must be able to remain on his feet throughout the day and have no physical impairments that would prevent him from bending, kneeling, running or lifting at least 50 pounds.
- The security guard must be able to pass a pre-employment background inquiry. The contractor shall provide the Agency with personal identifiers (full name, address, date of birth, Louisiana driver's license or Louisiana ID number, SSN, and sex) on all persons who may work the site. This information will be used to check the suitability of all prospective security guards prior to assignment. The Agency will advise the contractor if a prospective guard can or cannot work at the site. The reason for the decision will not be subject to disclosure.
- Each security guard shall pass a drug screen prior to assignment that is arranged and paid for by the contractor as set forth in the paragraph entitled "screening requirements".

In accordance with Louisiana Revised Statutes R.S. 47:3270-3298, 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.

The Agency has a 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 have

Attachment B – Specifications
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RFx: 3000023326

TITLE: Armed Guard Services - SOS

proper training. If the Board finds the guards are not registered and trained properly, the contract may be cancelled.

Security officers shall have in possession at all times when on duty registration cards issued by the Louisiana State Board of Private Security Examiners.

Uniforms and Equipment

Uniforms and equipment are to be provided by the contractor as part of the contract and it will not be the responsibility of the security guards to pay for these items. It will be the responsibility of the site supervisor to handle requests for replacement uniforms and equipment as needed. The assigned permanent security guard will be provided both winter and summer uniforms. The uniforms will be in compliance with the requirements as set forth by the Louisiana State Board of Private Security Examiners regulations. The uniforms will include, but are not limited to the following:

Four (4) – short sleeve shirts

Four (4) – long sleeve shirts

Three (3) – pairs of pants

One (1) – winter jacket

One (1) – yellow or green rain gear suit (pants and top with hood)

Two (2) – uniform belts

One (1) – gun belt and weapon (restricted to .38 and 9MM)

One (1) – uniform holster with appropriate leather/ammunition holders

Four (4) – belt loops

One (1) – pair of black boots or appropriate black uniform shoes

One (1) – Maglite (or equivalent) flashlight ring

One (1) – Maglite (or equivalent) flashlight (batteries provide by the contractor)

Other – all identification patches, uniform badge and name plate.

Each security guard will carry a small notebook, provided by the contractor, at all times and a pen for making notes of any suspicious person or event. This will be checked by the site supervisor during site visits.

The security guard is expected to report for work in complete uniform at all times, neatly dressed with the uniform shirt and pants pressed, cuffed and free of wrinkles, tears or frays. The contractor must assist his personnel to assure that proper alterations are made.

Relief security guards used when the primary guard is off will be provided all of the above listed equipment as that provided the primary security guard.

Attachment B – Specifications
(Added per Addendum No. 1 – 07/18/24)

RFx: 3000023326

TITLE: Armed Guard Services - SOS

Screening Requirements

The 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 screens shall be immediately dismissed.

The State of Louisiana reserves the right to request that the contractor provide the Office of State Procurement employee drug testing results at no extra cost to the State.

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.