



## Notice of Statewide Contract Award

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*Official signed contract documents are on file with OMES-Central Purchasing.*

**Contract Title:** Armed Security Guard Services

**Statewide Contract # :** SW 117

**Contract Issuance Date:** 06/30/2017

**Total Number of Vendors:** 2 *(For details see: Vendor Information Sheet)*

**Contract Period:** June 30, 2017 through June 20, 2018

**Agreement Period:** June 30, 2017 through June 29, 2021

**Authorized Users:** **All State Departments, Boards, Commissions, Agencies and Institutions, in addition to Counties, School Districts and Municipalities which may avail themselves of this contract.**

**Contract Priority:** Mandatory Statewide

**Type of Contract:** Firm, Fixed Price

**OMES-CP Contact:** Lisa Bradley **Title:** SW Initiatives Contract Officer

**Phone:** 1 - 405 - 522 - 4480 **Email:** lisa.bradley@omes.ok.gov



## Awarded Supplier Information

**Supplier Name:** G4S Secure Solutions (USA) Inc.

**Supplier ID #:** 0000054474

**Supplier Address:** 909 South Meridian, Ste 600 **City:** Oklahoma City **State:** OK **Zip Code:** 73108

**Contact Person Name:** Alan Grayson

**Phone #:** 1 - 405 - 947 - 0415

**Title:** General Manager

**Fax #:** 1 - 405 - 947 - 2175

**Email:** [Alan.Grayson@usa.g4s.com](mailto:Alan.Grayson@usa.g4s.com)

**Website:** [www.g4s.com](http://www.g4s.com)

**Authorized Location:**  Locations list attached as (*attachment title*)

Address:

City:

State:

Zip Code:

**Contract ID #:** 0-4851

**Delivery:** 2-4 Weeks

**Minimum Order:**

**P/Card Accepted:**  Yes  No

**Other:**

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**Supplier Name:** Superior Security and Investigations of Shawnee, Inc.

**Supplier ID #:** 0000075763

**Supplier Address:** 4419 N Bryan Ave **City:** Shawnee **State:** OK **Zip Code:** 74804

**Contact Person Name:** Israel Otero Jr

**Phone #:** 1 - 405 - 275 - 9072

**Title:** Executive Vice President of Operations

**Fax #:** 1 - 405 - 273 - 3667

**Email:** [jotero@superiorsecurityusa.com](mailto:jotero@superiorsecurityusa.com)

**Website:** [www.supersecurityusa.com](http://www.supersecurityusa.com)

**Authorized Location:**  Locations listing attached as (*attachment title*)

Address:

City:

State:

Zip Code:

**Contract ID #:** 0-4852

**Delivery:** 2-4 Weeks

**Minimum Order:**

**P/Card Accepted:**  Yes  No

**Other:**

## **B. SPECIAL PROVISIONS**

### **B.1. Contract Period**

B.1.1. The Contract Period is the Date of Award through one year (or enter contract period) with the option to renew for up to three (3) additional one year periods.

### **B.2. Type of Contract**

B.2.1. This is a firm fixed price contract for indefinite delivery and indefinite quantity for the supplies/services specified.

### **B.3. Extension of Contract**

B.3.1. The State may extend the term of this contract for up to 180 days if mutually agreed upon by both parties in writing.

### **B.4. Contract Priority**

B.4.1. This is a mandatory contract.

### **B.5. Authorized Users**

B.5.1. Vendors shall cover requirements during the specified period for all State Departments, Boards, Commissions, Agencies and Institutions. The Oklahoma Statutes state that Counties, School Districts and Municipalities may avail themselves of the contract subject to the approval of the successful supplier(s).

B.5.2. Conditions included in this contract shall be the same for local governments. The State has no responsibility for payments owned by local governments. Successful supplier must deal directly with the local governments

### **B.6. Travel**

B.6.1. No reimbursable travel is contemplated under the terms of this contract.

## **SOLICITATION SPECIFICATIONS**

### **B.7. Objective**

B.7.1. The State of Oklahoma Office of Management and Enterprise Services, Central Purchasing is soliciting proposals from qualified vendors to provide routine and temporary/emergency armed security services to all State Agencies and possible political subdivisions. This is a new state initiative which will result in all agencies which require armed services to be utilizing this contract. This contract can also be utilized by Cities, Counties, and Municipalities. Performance under this contract will require the vendor to provide services to a variety of facilities of different sizes and locations, with coverage potentially required during standard office hours, nights, weekends and holidays.

### **B.8. Mandatory Supplier Qualifications**

B.8.1. A vendor must be able to show through documentation that they have been in security business for at least five (5) years in order to be considered for award.

B.8.2. A vendor must be able to provide both routine and temporary/emergency services and provide pricing as mentioned in section G.

B.8.3. A vendor must be able to provide routine services during the following timeframes:

B.8.3.1. Standard Hours: 6:00AM to 6:00PM, Monday thru Friday

B.8.3.2. Nighttime Hours: 6:01PM to 5:59AM, Monday thru Friday

B.8.3.3. Standard Weekend Hours: 6:00AM to 6:00PM, Saturday and Sunday

B.8.3.4. Standard Weeknight Hours: 6:01PM to 5:59AM, Saturday and Sunday

B.8.3.5. Holiday Hours: 12:00AM to 11:59PM, on Official State Holidays (Reference Attachment B for a calendar of state holidays)

B.8.4. A vendor must be able to provide temporary/emergency services during the following timeframes:

B.8.4.1. Standard Hours: 6:00AM to 6:00PM, Monday thru Friday

B.8.4.2. Nighttime Hours: 6:01PM to 5:59AM, Monday thru Friday

B.8.4.3. Standard Weekend Hours: 6:00AM to 6:00PM, Saturday and Sunday

B.8.4.4. Standard Weeknight Hours: 6:01PM to 5:59AM, Saturday and Sunday

B.8.4.5. Holiday Hours: 12:00AM to 11:59PM, on Official State Holidays (Reference Attachment B for a calendar of state holidays)

- B.8.5. A vendor is expected to provide one main business account manager which the State can contact for all aspects of contract activities. This account manager must be named in RFP response submittal, along with phone number and email address.

## **B.9. Solicitation Specifications**

### **B.9.1. Service Categories**

#### **B.9.1.1. Category 1 – Routine Services**

- B.9.1.1.1. Routine services are armed security services to be utilized on a routine, non-emergency basis.
- B.9.1.1.2. Facilities should provide a minimum of 48 hours' notice when contracting for routine services.
- B.9.1.1.3. Services provided on a regular, pre-scheduled basis for a period of a month or longer will be categorized as routine services.
- B.9.1.1.4. A purchase order should be supplied prior to provision of services. All purchase orders should identify that the services being purchased are routine armed security services. All invoices should clearly indicate that the services being invoiced are for routine armed security services. If payment is being made using state p-card, a task order can be supplied in lieu of a purchase order that otherwise confirms to the requirements in this solicitation.
- B.9.1.1.5. If a dispute arises regarding invoicing of routine or emergency services, final determination will be made by Central Purchasing.

#### **B.9.1.2. Category 2 – Temporary and Emergency Services**

- B.9.1.2.1. Temporary and Emergency Services are armed security services that are utilized on a temporary or emergency basis.
- B.9.1.2.2. Successful vendors should be able to provide temporary or emergency services with no more than two hours advanced notice.
- B.9.1.2.3. Services provided immediately on an emergency basis or provided for a temporary period of time not to exceed one month will be categorized as temporary or emergency services.
- B.9.1.2.4. Do to the nature of emergency armed security services, services can be requested without prior provision of a purchase order. A purchase order must be provided and will identify the services being purchased as temporary/emergency armed security services within 24 hours of the initial request. If payment is being made using state p-card, a task order can be supplied in lieu of a purchase order that otherwise confirms to the requirements in this solicitation.
- B.9.1.2.5. If a facility decides to transition a temporary/emergency services agreement to a routine agreement, 48 hours' notice is required. During the 48 hours period, services may still be billed as temporary/emergency services at the discretion of the successful supplier.
- B.9.1.2.6. If a dispute arises regarding invoicing of routine or emergency services, final determination will be made by Central Purchasing.

### **B.9.2. General Duties**

- B.9.2.1. Under this contract vendors may be required to provide some or all of the services listed below:
- B.9.2.2. Successful vendors must be familiar with and follow agency security policies and procedures, as well as post orders provided by the facility.
- B.9.2.3. Successful vendors must be able to perform opening and closing functions.
- B.9.2.4. Successful vendors must be able to monitor building fire alarms, intrusion detection systems, security camera systems, automated access control equipment and provide other monitoring functions as required.
- B.9.2.5. Successful vendors must be able to control visitor access to facilities through screening procedures as required by facilities.
- B.9.2.6. Successful vendors must be able to assist with the coordination of emergency evacuations and sheltering, and serve as first responders to alarms and emergencies.
- B.9.2.7. Successful vendors must be able to make security rounds on facility grounds and within facilities.
- B.9.2.8. Successful vendors must supply personnel who are able to control abusive, hostile or violent employees or visitors at the facilities utilizing this contract and who are knowledgeable in handling incidents without escalation.
- B.9.2.9. Successful vendors must provide personnel who are at all times be polite, courteous, respectful and responsive to all persons authorized to be at the facilities utilizing this contract.

- B.9.2.10. Successful vendors must be able to complete critical incident written reports and maintain other records as directed by facilities.
- B.9.2.11. Successful vendors must be able to comply with additional duties within the scope of the contract as required by facilities.
- B.9.3. Supervision
  - B.9.3.1. Successful vendors must maintain offices within the State of Oklahoma with staff devoted to full-time management and supervision of security personnel, able to quickly respond on-site as necessary to address any critical issues.
  - B.9.3.2. Successful vendors must be able to provide a facility-specific plan for periodic staff inspections, including uniform and equipment checks, appearance, attendance, knowledge and adherence to procedures and policies.
  - B.9.3.3. Successful vendors must ensure that security personnel do not engage in personal activities while performing duties under this contract and those personnel comply with each facility's restrictions regarding visitation with friends, family and acquaintances while performing services under this contract.
  - B.9.3.4. Successful vendors must be able to replace, at no additional expense, any personnel not performing under the terms of this contract within two hours of being notified of the request for replacement.
  - B.9.3.5. Successful vendors must have an available reserve staff for the replacement of guards due to illness or urgent time off requests, or other situations that require the immediate replacement of a guard.
  - B.9.3.6. Successful vendors are expected to work closely with facilities throughout the duration of facility agreements in order to ensure successful adherence to the contract.
- B.9.4. Licensing
  - B.9.4.1. Successful vendors must meet all statutory requirements to provide armed security services in the State of Oklahoma. The contractor has the sole responsibility for conducting criminal background screenings and to ensure security guard staff meets all training and certification requirements to provide armed security services in the State of Oklahoma.
  - B.9.4.2. Successful vendors will identify prior to provision of services whether subcontractors are to be used. Subcontractors under this agreement are considered the responsibility of the awarded vendor and must comply with all requirements.
  - B.9.4.3. Prior to the start of services with a facility, the contractor shall provide the contracting facility with copies of all licenses and permits for both contractor and security guard staff, and provide any revised or renewed licenses and permits throughout the term of the agreement with each facility. The Central Purchasing contract officer may request a review of these documents at any time.
- B.9.5. Equipment
  - B.9.5.1. Security guards must maintain a professional appearance with the same standard style of uniform so that they are easily recognizable to staff and outside visitors as security personnel.
  - B.9.5.2. Successful vendors must provide all labor, materials, equipment including all weapons and ammunition, personnel and incidentals necessary to provide appropriate security services to facilities utilizing this contract. All materials and equipment shall be clearly marked and identifiable so that it is not confused or associated with state property.
- B.9.6. Successful vendors shall provide a list of all weapons with make/ caliber, and equipment to agency for approval prior to start of service. Agencies reserve the right to deem material / equipment not suitable for use on state property and vendor shall provide alternate material / equipment. Site Visits
  - B.9.6.1. Prior to issuing a purchase order, any facility utilizing this contract may request the successful vendor conduct a site visit. Scheduling of site visits will be coordinated through the facility and conducted at no charge to the requesting entity.
- B.9.7. Contract Transition
  - B.9.7.1. Successful vendors must have the ability to begin services with facilities utilizing this contract within thirty days of the award of the contract. Vendors are required to assist in coordinating the successful transition to a new vendor in the case of a facility changing vendors between awarded suppliers or in the case a new vendor is awarded a contract at the expiration of this contract's term.