

## BID SPECIFICATIONS FOR VETERANS SERVICE COMMISSION ARMED ONSIGHT SECURITY SERVICES

(Please mark with a “✓” your understanding and compliance with each bid specification.  
You are welcome to provide comments)

Your quote is to include cost for services and duties listed under scope of services and duties below:

### 1. SCOPE OF SERVICES

Provide armed security guard services at the following location: Summit County Veterans Service Commission located at 1060 E. Waterloo Rd., Akron, OH 44306.

**Length of contract:** 12 Months, with option for one additional year.

**Hours:** Monday through Wednesday: 8:00 A.M. to 4:00 P.M., at forty hours with one hour unpaid lunch.

**Supervision:** Guard service is to provide off site supervision for security guard, proper relief and training as necessary.

**Communication:** Guard is to carry a working cell phone provided by guard service at all times while on duty. The cell phone is to report emergencies to the Akron Police Dispatch and or Akron Fire Department.

**Uniforms:** The guard is to wear a distinctive uniform, supplied by the guard service provider.

**Reports:** A “Daily Activity Report” must be submitted on a standard Daily Activity Report form.

- The reports must be left daily in the mailbox provided by the VSC. The report is to include descriptions, (make, model, color and license number), and time of encounter of suspicious vehicles; descriptions of suspicious persons, including gender, and actions taken.

**Transportation:** Guard is required to have a dependable mode of transportation.

#### Typical Duties Required:

1. To monitor all incoming and outgoing traffic from security station located at lobby entrance.
2. Operate proficiently either door or wand electronic metal detectors
3. Check that nobody is loitering
4. Check that front entrance restrooms are not being vandalized
5. Proficient in reporting procedures for police, fire and bomb threats
6. Knowledgeable and capable performing basic first aid
7. Knowledgeable and capable of performing emergency evacuation procedures
8. Monitor events in Freedom Hall during prescribed duty hours

**2. COST ANALYSIS**

Year 2012- 12 month contract not to exceed \$31,000.00

Quote Amount \_\_\_\_\_

\_\_\_\_\_ ✓ compliance

Comments \_\_\_\_\_

Year 2013- 1ST Year Renewal Option not to exceed \$31,000.00

Quote Amount \_\_\_\_\_

\_\_\_\_\_ ✓ compliance

Comments \_\_\_\_\_

**3. BID BOND**

(Based on the combined totals of 2012 and 2013) Amount \_\_\_\_\_

\_\_\_\_\_ ✓ compliance

Comments \_\_\_\_\_

**4. Grand Total for 2012 and 2013**

\_\_\_\_\_

**I have read this bid package and understand and hereby do comply with each bid specification.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_