

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

1. SCOPE OF SERVICES

Provide armed security guard services, with current certifications for **registered side-arm and taser** at the following location: Summit County Veterans Service Commission located at 1060 E. Waterloo Rd., Akron, OH 44306.

Length of contract: one year period with four options to renew for a one year period.

Hours: Monday through Friday: 8:00 A.M. to 4:00 P.M., at forty hours with an hour unpaid lunch for a total of 35 paid hours per week.

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 free from vandalism
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

Estimated cost not to exceed \$26,908.00 for a one year period.