

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

March 27, 2009

CHANGE NOTICE NO. 7
 TO
 CONTRACT NO. 071B6200232
 between
 THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF VENDOR B. K. Teachout Investigations, Inc. G-2342 Stone Bridge Drive Flint, MI 48532 tgruno@teachoutsecurity.com	TELEPHONE (810) 732-4849 Tom Gruno
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-1145 Lymon C. Hunter, CPPB
Contract Compliance Inspector: Various – See Page 44 Unarmed Security Guard Services – MRO – Region Two	
CONTRACT PERIOD: From: April 1, 2006 To: April 30, 2009	
TERMS N/A	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective April 1, 2009, the 30 day option on this Contract is hereby exercised. The new Contract end date is April 30, 2009. All other terms, conditions, specifications, and pricing remain unchanged.

AUTHORITY/REASON:

Per agency request (PRF dated 3/4/09), vendor agreement (letter dated 3/25/09), and DMB/Purchasing Operations' approval.

CURRENT AUTHORIZED SPEND LIMIT REMAINS: \$1,721,258.40

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

February 20, 2009

CHANGE NOTICE NO. 6
TO
CONTRACT NO. 071B6200232
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR B. K. Teachout Investigations, Inc. G-2342 Stone Bridge Drive Flint, MI 48532 tgruno@teachoutsecurity.com	TELEPHONE (810) 732-4849 Tom Gruno
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-1145 Lymon C. Hunter, CPPB
Contract Compliance Inspector: Various – See Page 44 Unarmed Security Guard Services – MRO – Region Two	
CONTRACT PERIOD: From: April 1, 2006 To: April 1, 2009	
TERMS N/A	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective January 27, 2009, the following location is ADDED to this Contract:

UIA Call Center
4300 W. Saginaw Street
Lansing, MI 48917

Time requirements are: Monday through Friday 8:00am a.m. to 6:30 p.m. excluding State Holidays. Starting date is January 27, 2009. The billable rate shall be \$12.00 per hour.

Additionally, this Contract is INCREASED by \$5,670.00. All other terms, conditions, specifications, and pricing remain unchanged.

All other terms, conditions, specifications, and pricing remain unchanged.

AUTHORITY/REASON;

Per agency request (PRF dated 1/29/09), vendor agreement (email dated 1/28/09)and DMB/Purchasing Operations' approval.

REVISED CURRENT AUTHORIZED SPEND LIMIT: **\$1,721,258.40**

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

February 26, 2008

CHANGE NOTICE NO. 5
 TO
 CONTRACT NO. 071B6200232
 between
 THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF VENDOR B. K. Teachout Investigations, Inc. G-2342 Stone Bridge Drive Flint, MI 48532 tgruno@teachoutsecurity.com	TELEPHONE (810) 732-4849 Tom Gruno
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-1145 Lymon C. Hunter, CPPB
Contract Compliance Inspector: Various – See Page 44 Unarmed Security Guard Services – MRO – Region Two	
CONTRACT PERIOD: From: April 1, 2006 To: April 1, 2009	
TERMS N/A	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective immediately, the Contract Compliance Inspector for all MDOS branches on this Contract will be Debbie Manoleas, per the attached Contract Compliance Inspector listing. All other terms, conditions, specifications, and pricing remain unchanged.

AUTHORITY/REASON;

Per agency request and DMB/Purchasing Operations' approval.

CURRENT AUTHORIZED SPEND LIMIT REMAINS: \$1,715,588.40

	Public/Technical Services		517.373.1395
Patrick Geller	Department of Management & Budget- Office of Facility Administration	Jackson SOB 301 E. Louis B. Glick Hwy Jackson, MI 49201	GellerP@michigan.gov 517-780-7466
Darla Harper	DLEG, UIA, Ingham County	5015 S. Cedar Lansing, MI 48910	harperdarlan@michigan.gov 517.241.5014
Robert Smith	DLEG, MRS, Ingham County	1048 Pierpont Ste 1 Lansing, MI 48913	Smithr7@michigan.gov 517.241.5123
Julie Southwick	MDOC, Grandview Plaza, Ingham County	206 E. Michigan Ave Lansing, MI 48933	southwim@michigan.gov 517.335.6886
Debbie Manoleas, Security Specialist	MI Department of State	34206 Van Dyke Sterling Heights, MI 48312	ManoleasD@michigan.gov 586/264-7024

2.402 PERFORMANCE REVIEWS

Acquisition Services in conjunction with the client agency may review with the Contractor their performance under the Contract. Performance reviews shall be conducted quarterly, semi-annually or annually depending on Contractor's past performance with the State. Performance reviews shall include, but not limited to, quality of products/services being delivered and provided, timeliness of delivery, percentage of completion of orders, the amount of back orders, status of such orders, accuracy of billings, customer service, completion and submission of required paperwork, the number of substitutions and the reasons for substitutions, and other requirements of the Contract.

Upon a finding of poor performance, which has been documented by Acquisition Services, the Contractor shall be given an opportunity to respond and take corrective action. If corrective action is not taken in a reasonable amount of time as determined by Acquisition Services, the Contract may be canceled for default. Delivery by the Contractor of unsafe and/or adulterated or off-condition products to any State agency is considered a material breach of Contract subject to the cancellation provisions contained herein.

2.403 AUDIT OF CONTRACT COMPLIANCE/ RECORDS AND INSPECTIONS

The Contractor agrees that the State may, upon 24-hour notice, perform an audit at Contractor's location(s) to determine if the Contractor is complying with the requirements of the Contract. The Contractor agrees to cooperate with the State during the audit and produce all records and documentation that verifies compliance with the Contract requirements.

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

December 21, 2007

CHANGE NOTICE NO. 4
TO
CONTRACT NO. 071B6200232
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR B. K. Teachout Investigations, Inc. G-2342 Stone Bridge Drive Flint, MI 48532 tgruno@teachoutsecurity.com	TELEPHONE (810) 732-4849 Tom Gruno
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-1145 Lymon C. Hunter, CPPB
Contract Compliance Inspector: Various – See Page 44 Unarmed Security Guard Services – MRO – Region Two	
CONTRACT PERIOD: From: April 1, 2006 To: April 1, 2009	
TERMS <p style="text-align: center;">N/A</p>	SHIPMENT <p style="text-align: center;">N/A</p>
F.O.B. <p style="text-align: center;">N/A</p>	SHIPPED FROM <p style="text-align: center;">N/A</p>
MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;">N/A</p>	

NATURE OF CHANGE (S):

Effective immediately, the addition of Jeff Pratt as Contract Compliance Inspector is now part of this Contract per the attached revised Article 2.401. All other terms, conditions, specifications, and pricing remain unchanged.

AUTHORITY/REASON;

Per agency and vendor agreement and DMB/Purchasing Operations' approval.

TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,715,588.40

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

August 9, 2006

CHANGE NOTICE NO. 3
TO
CONTRACT NO. 071B6200232
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR		TELEPHONE (810) 732-4849
B. K. Teachout Investigations, Inc. G-2342 Stone Bridge Drive Flint, MI 48532 jjaksa@teachoutsecurity.com		Joseph Jaksa
		VENDOR NUMBER/MAIL CODE
		BUYER/CA (517) 241-1145 Lymon C. Hunter, CPPB
Contract Compliance Inspector: Various – See Page 44 Unarmed Security Guard Services – MRO – Region Two		
CONTRACT PERIOD: From: April 1, 2006 To: April 1, 2009		
TERMS	N/A	SHIPMENT
		N/A
F.O.B.	N/A	SHIPPED FROM
		N/A
MINIMUM DELIVERY REQUIREMENTS		
N/A		

NATURE OF CHANGE (S):

Effective immediately, the two Department of State branch offices #226 and #113 will reinstate security guard services at reduced levels per the attached revised pricing pages. All other terms, conditions, specifications and pricing remain unchanged.

AUTHORITY/REASON:

Per agency and vendor agreement and DMB/Purchasing Operations approval.

TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,715,588.40

ITB# _____

Article 1, Attachment A
Reinstated & Revised Pricing
Contract No. 071B6200232
Security Guard Service
Department of State, (Eaton County)

<u>Item #</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>
001	HR	Guard Service for DOS, Lansing Area Plus #226, 5827 W. Saginaw St., Delta Center, Lansing, MI	<u>\$10.21</u>

Service shall be in accordance with the attached terms, conditions, specifications and guard schedule detailed below.

One (1) guard per day

Five (5) days per week Monday through Friday with the exception of legal holidays

Guard Shift:

One (1) guard 1:30 p.m. to 5:30 p.m. (Mon, Tues, Thurs & Fri.)

One (1) guard 1:30 p.m. to 7:30 p.m. (Wednesday)

Total Guard Hours Per Day: (M,T,TH,F) Four (4) hours
Total Guard Hours Per Day: (Wednesday) Six (6) hours

Contact person for B K Teachout Investigations:

NAME/TITLE: Joe Jaksa, VP
TELEPHONE: 810.732.4849
FACSIMILE: 810.732.6070
TOLL FREE #: 810.747.0755

ITB# _____

Article 1, Attachment A
Reinstated & Revised Pricing
Contract No. 071B6200232
Security Guard Service
Department of State, (Washtenaw County)

<u>Item #</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>
001	HR	Guard Service for DOS, Ypsilanti #113, 2720 Wastenaw, Ypsilanti, MI Service shall be in accordance with the attached terms, conditions, specifications and guard schedule detailed below. One (1) guard per day Five (5) days per week Monday through Friday with the exception of legal holidays Guard Shift: One (1) guard 11:30 a.m. to 5:30 p.m. (Mon, Tues, Thurs & Fri.) One (1) guard 1:30 p.m. to 7:30 p.m. (Wednesday) Total Guard Hours Per Day: (Mon, Tues, Thurs & Fri) Six (6) hours Total Guard Hours Per Day: (Wednesday) Six (6) hours	<u>\$10.29</u>

Contact person for B K Teachout Investigations:

NAME/TITLE: Joe Jaksa, VP
TELEPHONE: 810.732.4849
FACSIMILE: 810.732.6070
TOLL FREE #: 810.747.0755

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

May 19, 2006

CHANGE NOTICE NO. 2
 TO
 CONTRACT NO. 071B6200232
 between
 THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF VENDOR B. K. Teachout Investigations, Inc. G-2342 Stone Bridge Drive Flint, MI 48532 jjaksa@teachoutsecurity.com	TELEPHONE (810) 732-4849 Joseph Jaksa
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-1145 Lymon C. Hunter, CPPB
Contract Compliance Inspector: Various – See Page 44 Unarmed Security Guard Services – MRO – Region Two	
CONTRACT PERIOD: From: April 1, 2006 To: April 1, 2009	
TERMS N/A	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective immediately the wage requirement for the two Michigan State Police Posts have been modified as well as the bill rate per the attached revised pricing page.

All other terms, conditions, specifications and pricing remain unchanged.

AUTHORITY/REASON;

Per agency request (Nina Heath) on 4/25/06 and vendor agreement (Tom Grono) on 5/18/06.

TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,715,588.40

ITB# _____

Article 1, Attachment A
Revised Pricing Page
Contract No. 071B6200232
Security Guard Service
MICHIGAN STATE POLICE, INGHAM COUNTY

<u>Item #</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>
001	HR	Guard Service for MSP, Ingham County 1. Headquarters, 714 S. Harrison Rd., East Lansing, MI 48823 2. Collins Road, 4000 Collins Rd., Lansing, MI 48909	<u>\$12.75</u>

Service shall be in accordance with the attached terms, conditions, specifications and guard schedule detailed below.

Two (2) guards per day

Five (5) days per week Monday through Friday with the exception of legal holidays

Guard Shift, as appropriate to your location.

HQ----- One (1) guard 7:30 a.m. to 5:00 p.m.

Collins--One (1) guard 7:30 a.m. to 5:00 p.m.

Total Guard Hours Per Day: Nineteen (19) hours

If lunch period is paid:

Guards shall be given a (30) minute paid lunch break for each shift. However, guards are required to remain on site and to respond to any emergencies during their lunch break. Lunch periods should be staggered so only one (1) guard is on lunch at any given time.

Contact person for B K Teachout Investigations:

NAME/TITLE: Joe Jaksa, VP
TELEPHONE: 810.732.4849
FACSIMILE: 810.732.6070
TOLL FREE #: 810.747.0755

BY COMPLETING AND SIGNING THIS QUOTATION (FORM DMB-285), EACH BIDDER PLEDGES AND AFFIRMS THAT NO GUARD IN THE EMPLOY OF BIDDER COMPANY WILL BE COMPENSATED AT LESS THAN \$10.00 PER HOUR.

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

April 24, 2006

CHANGE NOTICE NO. 1
 TO
 CONTRACT NO. 071B6200232
 between
 THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF VENDOR B. K. Teachout Investigations, Inc. G-2342 Stone Bridge Drive Flint, MI 48532 jjaksa@teachoutsecurity.com	TELEPHONE (810) 732-4849 Joseph Jaksa
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-1145 Lymon C. Hunter, CPPB
Contract Compliance Inspector: Various – See Page 44 Unarmed Security Guard Services – MRO – Region Two	
CONTRACT PERIOD: From: April 1, 2006 To: April 1, 2009	
TERMS N/A	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective May 16, 2006, the two Department of State branch offices #113 (Ypsilanti) and #226 (Lansing Area Plus) per the attached page will no longer require security guard services.

All other terms, conditions, specifications, and pricing remain unchanged.

AUTHORITY/REASON;

Per DMB/Purchasing Operations approval.

TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,715,588.40

**STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933**

April 24, 2006

**NOTICE
 TO
 CONTRACT NO. 071B6200232
 between
 THE STATE OF MICHIGAN
 and**

NAME & ADDRESS OF VENDOR B. K. Teachout Investigations, Inc. G-2342 Stone Bridge Drive Flint, MI 48532	TELEPHONE (810) 732-4849 Joseph Jaksa
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-1145 Lymon C. Hunter, CPPB
Contract Compliance Inspector: Various – See Page 44 Unarmed Security Guard Services – MRO – Region Two	
CONTRACT PERIOD: From: April 1, 2006 To: April 1, 2009	
TERMS <p style="text-align: center;">N/A</p>	SHIPMENT <p style="text-align: center;">N/A</p>
F.O.B. <p style="text-align: center;">N/A</p>	SHIPPED FROM <p style="text-align: center;">N/A</p>
MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;">N/A</p>	

The terms and conditions of this Contract are those of ITB #071I6200020, this Contract Agreement and the vendor's quote dated 11/14/2005. In the event of any conflicts between the specifications, terms and conditions indicated by the State and those indicated by the vendor, those of the State take precedence.

Estimated Contract Value: **\$1,715,588.40**

**STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933**

**CONTRACT NO. 071B6200232
 between
 THE STATE OF MICHIGAN
 and**

NAME & ADDRESS OF VENDOR B. K. Teachout Investigations, Inc. G-2342 Stone Bridge Drive Flint, MI 48532	TELEPHONE (810) 732-4849 Joseph Jaks VENDOR NUMBER/MAIL CODE BUYER/CA (517) 241-1145 Lymon C. Hunter, CPPB
Contract Compliance Inspector: Various – See Page 44 Unarmed Security Guard Services – MRO – Region Two	
CONTRACT PERIOD: From: April 1, 2006 To: April 1, 2009	
TERMS <p style="text-align: center;">N/A</p>	SHIPMENT <p style="text-align: center;">N/A</p>
F.O.B. <p style="text-align: center;">N/A</p>	SHIPPED FROM <p style="text-align: center;">N/A</p>
MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;">N/A</p>	
MISCELLANEOUS INFORMATION: <p>The terms and conditions of this Contract are those of ITB #071I6200020, this Contract Agreement and the vendor's quote dated 11/14/2005. In the event of any conflicts between the specifications, terms and conditions indicated by the State and those indicated by the vendor, those of the State take precedence.</p> <p>Estimated Contract Value: \$1,715,588.40</p>	

THIS IS NOT AN ORDER: This Contract Agreement is awarded on the basis of our inquiry bearing the ITB No. 071I6200020. Orders for delivery may be issued directly by the Department of Management and Budget through the issuance of a Purchase Order Form.

All terms and conditions of the invitation to bid are made a part hereof.

<p>FOR THE VENDOR:</p> <p style="text-align: center;">B. K. Teachout Investigations, Inc. _____ Firm Name</p> <p style="text-align: center;">_____ Authorized Agent Signature</p> <p style="text-align: center;">_____ Authorized Agent (Print or Type)</p> <p style="text-align: center;">_____ Date</p>	<p>FOR THE STATE:</p> <p style="text-align: center;">_____ Signature Kristi L. B. Thompson, Director _____ Name Services Division, Purchasing Operations _____ Title</p> <p style="text-align: center;">_____ Date</p>
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**STATE OF MICHIGAN
Department of Management and Budget
Acquisition Services**

Invitation to Bid No. 071B6200232
UNARMED SECURITY GUARD SERVICES
REGION TWO

(Eaton, Livingston, Ingham, Calhoun, Jackson, Washtenaw, Branch, Hillsdale, & Lenawee Counties)

Buyer Name: Lymon C. Hunter, CPPB
Telephone Number: 517.241.1145
E-Mail Address: HunterL@Michigan.gov



CONTRACT #071B6200232

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Article 1 – Statement of Work (SOW)

1.0 Project Identification

1.001 PROJECT REQUEST

The purpose of this contract is to establish an agreement for unarmed security guard service for various State of Michigan facilities as detailed on the attached listing or on the requisition. Section I is designed to provide bidders with information requirements associated with this ITB.

1.002 BACKGROUND

Legislated Requirements

All Contractors and their employees shall comply with all requirements set forth under Public Act 330 of 1968, as amended, and any regulatory legislation enacted during the term of this contract. Wherein the State's specifications and requirements exceed those of Public Act 330 of 1968, for the purpose of this contract the State's specifications and requirements take precedence.

1.1 Scope of Work and Deliverables

1.101 IN SCOPE

The Contractor will be required to furnish properly trained and equipped security guards to maintain order, protect clients, staff, visitors and property from harassment, injury, damage or theft and take appropriate action as specified in the Procedure Manual for each building and/or location

1.102 OUT OF SCOPE

Contractor staff shall **not**:

- provide transportation for agency staff or visitors
- perform personal chores for anyone
- carry a firearm or other weapon
- detain by force or arrest persons.

1.103 ENVIRONMENT

Recognition of Purpose

The contractor shall insure that all security guards are aware that their primary purpose is to maintain order, protect clients, staff, visitors and property from harassment, injury, damage or theft and take appropriate action as specified in the Procedure Manual for each building and/or location.

1.104 WORK AND DELIVERABLE

Security guard duties shall be provided per the Attachment A schedules for each specific state location.

The security guard duties are:

- a. Report to the designated Client agency representative(s) who shall have immediate supervision over this contractual service. The state may waive this requirement and delegate time and attendance to the contractor.
- b. Be familiar with site specific procedures at their respective location(s).
- c. Log all unusual events, found articles and hazardous conditions in writing. The log book shall be the official record of the activity. The log book shall be available at all times for inspection by the contractor or by the representative.
- d. Receive, safely keep and turn over to appropriate persons, official mail, messages and telegrams when so authorized.



- e. Be alert to any emergency and take appropriate action such as calling the Fire Department in event of Fire. In the event of injury to or illness of an employee or client, render first aid until professional help is obtained. Notify the CLIENT AGENCY representative immediately.
- f. Report potentially hazardous conditions and items in need of repair including lighting, plumbing, wet floors, etc., and shall include this in the log book.
- g. Require all employees to visibly display their employee identification before allowing access to the building.
- h. Require all employees who do not have valid employee identification and ALL VISITORS to sign in when entering the building.
- i. Where guard services are provided during non-office hours, employees entering the building shall stop at the security desk, show their employee identification to the security officer on duty and sign in/out when entering and leaving the building in a logbook provide by the agency.
- j. Question and, when necessary, detain persons gaining unauthorized access to the area and notify proper authorities. All employees authorized to enter the building during other than working hours shall have the proper identification on their person.
- k. Be responsible for monitoring the surveillance equipment on site, if applicable.**
- l. Be responsible for surveillance of parking facilities as determined by the Contract Administrator.
- m. Provide surveillance of State employees entering/exiting the building when requested by the Contract Administrator.
- n. Shall be bound to confidentiality of any information they may become aware of during the course of performance of their contracted tasks.

1.2 Roles and Responsibilities

1.201 CONTRACTOR STAFF, ROLES AND RESPONSIBILITIES

1. Educational Requirements

Each security guard shall possess a high school diploma or a G.E.D. certificate. However, it is desirable that guards have completed course-work at the College or University level

On-Site Supervisors shall have completed a minimum of 24 semester credit hours of course-work at the College or University level, preferably in law enforcement and/or personnel management, two (2) years experience as a security guard, police officer or active military duty, or two (2) years of relevant supervisory experience (as deemed acceptable by the State of Michigan) will also suffice.

2. Physical Requirements

Security guards may be required to sit or stand for extended periods of time; walk long distances; use hands and fingers to handle or feel objects, tools, or controls; and be able to speak and hear. Guards shall also be able to reach with hands and arms, and to hold objects. Guards shall also be able to lift up to 50 pounds.

3. Work Hours

Security guards and supervisors shall not work more than 16 consecutive hours without a 12 hour rest period. SECURITY GUARDS PROVIDED UNDER THIS CONTRACT SHALL NOT BE ASSIGNED TO PROVIDE SERVICE AT OTHER LOCATIONS WHICH WOULD RESULT IN FAILURE TO PROVIDE ALL HOURS SPECIFIED IN THIS CONTRACT.



Security guards that report to or depart from work during non-standard business hours (outside of Mon. – Fri., 8:00 a.m. to 5:00 p.m. excluding legal State holidays) shall contact their supervisor upon arrival and departure. The security guard supervisor shall maintain a log of locations, security guard's name and reporting times.

4. Uniform Requirements

Each security guard shall wear a consistent uniform prescribed by the contractor with no ornamentation; specifically, political buttons, tags, union badges, etc., which are not related to the performance of security work. Garments shall be worn buttoned, shoes polished, caps or hats straight on head. The uniform and related equipment of all security guards shall be kept neat, clean and in good repair. Winter weight uniforms shall be coordinated with the standard duty uniform. During warm temperatures, indoors or outdoors, security guards shall not roll up long-sleeve shirts. Short-sleeve shirts and removal of the necktie in warmer temperatures and removal of the cap or hat when seated, are optional. Shoes shall be dark in color, preferably black or brown. Platforms, 1" or higher heels, or tennis shoes shall not be worn on duty. The contractor shall supply all weather gear (raincoat and overcoat) to each location for the use of the security guards for exterior patrolling.

Any deviations from uniform requirements listed above, must be requested from the state to the contractor (for each individual site) in writing. The contractor must present the request to the Michigan Department of State Police for approval prior to implementation of any changes.

5. Guard Equipment

The contractor shall guarantee that each duty security guard shall possess, at all times, on his or her person:

- a. One (1) current identification card, with photograph no more than two (2) years old and expiration date signifying that the security guard is employed by the contractor. The I.D. card shall be worn clipped to the outer duty uniform if required by the representative.
- b. One (1) nameplate with legible 1/4" letters, of uniform size and colors, worn on the outer garment over the right breast pocket.
- c. One (1) operating timepiece.
- d. One (1) operable pen and one (1) operable pencil.

6. Site Equipment

The contractor shall:

- a. Provide each security guard with one operable portable FM transceiver, capable of transmitting and receiving throughout the property covered by this contract. The contractor shall also supply the agency with one (1) identical transceiver. The agency shall be responsible for damages to its assigned transceiver. The contractor shall supply rechargeable batteries and/ or rechargers, which shall be kept at the location and shall make available to the department, upon request, a photostat copy of the F.C.C. Certificate of licensure to operate on assigned frequency.
- b. Maintain a telephone number for a contact person(s) that is accessible 24 hours per day, seven (7) days per week, 365 days per year that may be contacted in case of an emergency. This contact shall have the capability of dispatching a security guard(s) upon notification.
- c.. Supply at least one (1) operable 3-cell D-type battery flashlight or approved alternate to each location covered by this contract, for security guard use only.
- d.. Guarantee that security guards shall NOT carry weapons.



7. Supervision by Contractor

The contractor shall:

- a. Guarantee that, at least once per week, or upon call, a security supervisor shall appear in person during normal business hours to discuss security issues with the Contract Administrator. Contractor shall provide the Contract Administrator with a 12 month meeting schedule within two (2) weeks of award of contract.

Contractor shall respond within eight (8) hours of request from Contract Administrator for on-site meeting with a supervisory representative from corporate headquarters.

Contractor shall provide a written plan to resolve problems within 24 hours upon request by Contract Administrator.

- b. At the option of the representative, if two or more guards are on duty simultaneously, the contractor shall designate one of the guards as a lead worker or supervisor with respect to the other guard(s). SUCH LEAD WORKER SHALL BE COMPENSATED BY THE CONTRACTOR AT AN INCREASED HOURLY RATE COMMENSURATE WITH THE EXTRA RESPONSIBILITY represented by such designation and assignment.
- c. Provide another trained security guard when one, while in the line of duty and/or result of same, is required to appear in court or at an employee grievance hearing on behalf of the agency. Payment will be made by the agency for the number of hours required for appearance in court, less witness fees.
- d. Provide at the request of the Contract Administrator, additional temporary security guards required to secure additional properties needing protection for an interim period of time, including 24 hour assignment, should that be required. ANY PERMANENT INCREASE IN NUMBER OF GUARDS OR HOURS OF SERVICE AT A GIVEN LOCATION MUST BE AUTHORIZED BY ACQUISITION SERVICES, INCLUDING any additional security guards for covered properties or other additional properties which may require protection. Such additional security guards shall be provided when the suitable agreement is reached by the State and the Contractor. Such manpower additions, as well as general orders, shall be based on a case by case survey of the properties in question.
- e. Submit a package containing names of all guards and each guard's certification of training, whether temporary or permanent, who will be performing duties under any contract that results from this invitation to bid, **prior to** contract taking effect to the CLIENT AGENCY Contract Administrator and Acquisition Services. In addition, the packages provided shall also include results of pre-employment drug testing.
- f. **A minimum of 48 hours prior** to introduction of new personnel, temporary or permanent, Contractor shall provide replacement guard's name and certification of training to the CLIENT AGENCY Contract Administrator. In addition, the CLIENT AGENCY Contract Administrator shall also be provided the results of pre-employment drug testing.
- g. Replace any employee immediately upon notification by Department of Labor and Economic Growth that a criminal history exists disqualifying employee from employment based on the requirements of Act 330 PA 1968. Such employee may not be reassigned to any State location.
- h. Maintain copies of each guard's application and investigative reports and provide a training package for each guard as described in item C-III. Each guard must present a training package to the CLIENT AGENCY Contract Administrator prior to starting work at the facility. The agency reserves the right to accept or reject a given guard based on the information available. Contractor shall update each guard's information for agency files as necessary during the life of the contract.



- i. The contractor shall certify in writing to the on-site Contract Administrator, that guards assigned to locations encompassed within this contract have successfully passed urine drug(s) both pre-employment and random. The testing must include, but is not limited to the following analytes (drug groups): Amphetamines, Cannabinoids, Cocaine Metabolites, Opiates, and Phencyclidine. Random drug screens shall be conducted at least twice per year. Written verification from the laboratory that each assigned guard, due to be tested, has successfully passed the drug screen, shall be presented at the monthly meeting between the CLIENT AGENCY Contract Administrator and staff from the contractor's administrative office. In addition, the State reserves the right to see copies of actual test results from the laboratory. The contractor shall replace any employee immediately upon notification that they have failed their random drug screen. Such employee may not be reassigned to any other State location.
- j. The security supervisor shall be responsible for training all on-site personnel in the proper use of the emergency procedure manual at each location. Certification of such training shall be provided to the CLIENT AGENCY Contract Administrator prior to the introduction of personnel to the work site. Additionally, quarterly training updates shall be conducted by the security supervisor for all employees located at the work site. Certification of quarterly training shall be provided to the contract administrator.

8. Training Requirements

- a. Security guards, including additional staff that will provide security in the absence of assigned guards or an emergency, shall be paid their hourly rate for all training hours. **TRAINING HOURS, IN-HOUSE AND ON-THE-JOB, REQUIRED TO COMPLY WITH THIS CONTRACT SHALL NOT BE BILLED TO THE STATE BUT SHALL BE PART OF CONTRACTOR'S OPERATIONAL OVERHEAD.** Upon award of contract a schedule of all training shall be provided to the CLIENT AGENCY Contract Administrator. A representative from the agency may attend training sessions at their discretion.
- b. All security guards shall have a minimum of 16 hours classroom training prior to providing security for the State of Michigan. Guards shall be compensated for training at the wages stipulated in this contract (Section C-VI); however, training hours shall not be billed to the State of Michigan, training costs shall be incurred by the vendor. Classroom training shall include, but not be limited to, the following subjects:
 - 1). Company and Position Orientation - MINIMUM 6 HOURS
Minimum uniform requirements and appearance
Limits of authority and employment
Persons or authorities to be contacted in emergencies or unusual occurrences
Licensee or parent company structure which affect guard's duties
Guard courtesy and public demeanor
Report writing
 - 2). Defensive Tactics - MINIMUM 8 HOURS
Self-defense
Correct use of restraining devices
Pressure point training
Verbal/Sensitivity training
 - 3) Emergency Preparedness - MINIMUM 2 HOURS
General responsibilities regarding: medical emergencies-response, crowd control, exposure to bodily fluid, fire prevention & safety, bomb threats, searches & types, weather emergencies, chemical spills, leaks & related waste and evacuation procedures.
 - 4) Additionally, no less than sixteen (16) hours on-the-job training for their specific site shall be required during which time the new guard shall be under the immediate supervision of an experienced guard service supervisor.



Alternatively, the above requirements (2-3) may be waived by the state (at the State's discretion) for experienced security guards with documented training meeting the hours as specified. On-the-job training may be waived by the state (at the State's discretion) for guards who have been providing adequate service at the site(s) in question.

- c. The contractor shall allow security guards to participate in special training programs which may be offered by the department, during normal work hours.
- d. The contractor is encouraged to participate in maintenance training of the above requirements 2-4. on an annual basis.

The contractor shall certify to the Acquisition Services and CLIENT AGENCY that the above training requirements have been met, by completing the Attachment "A" Certification, listing the names of all guards who will be assigned to this contract. This certification shall also indicate the areas of instruction, the date of instruction and the names of instructor(s).

The contractor shall also certify to the Acquisition Services and CLIENT AGENCY that the drug screening requirements have been met, by submitting to the CLIENT AGENCY Contract Administrator and Acquisition Services the results from the urine drug screen (both pre-employment and random) prior to the execution of the contract.

A training package shall be maintained and provided, within twenty-four (24) hours of request from the State, for each employee used to fulfill this contract. The training package shall contain at a minimum, the following information:

1. A copy of Appendix "A" which was submitted to the CLIENT AGENCY and Acquisition Services.
2. Copy of a valid drivers license.
3. Sufficient resume information about named guard to show evidence of compliance with educational and physical requirements of contract stipulations.
4. List of classes taken by this individual, together with the dates of completion of each subject covered in the training provided by employing guard company, and names of instructors providing that training, showing fulfillment of training requirements.
5. Any other information considered pertinent to this position, i.e., optional first aid card & dates of training.
6. Guard identification card, together with a schedule for the completion of the required on-the-job training.

NOTE: CLIENT AGENCY on site Contract Administrator will retain copies of each assigned guard's training package on file at the location, so that verification of specification compliance is available to any State inspector at whatever time an unscheduled inspection may be required by Acquisition Services or Department of State Police Private Security and Investigator Section.

1.202 STATE STAFF, ROLES, AND RESPONSIBILITIES

General and specific orders detailing security guard duties at contract locations, shall be provided the contractor by the Contract Compliance Inspector prior to the term of the contract. These orders shall be deemed a portion of this contract and failure to carry out these orders shall be considered a violation of this contract.

The Contract Compliance Inspector or designatee may give additional written or oral instructions.

The CLIENT AGENCY. and/or Acquisition Services reserves the right to meet with potential security officers and/or security supervisors prior to their assignment at any CLIENT AGENCY location.

CLIENT AGENCY reserves the right to conduct a back-ground investigation on potential security officers and/or security supervisors prior to their assignment at an CLIENT AGENCY. location. In addition, CLIENT AGENCY reserves the right to conduct additional back-ground investigation(s) on security officers and/or supervisors during the course of the contract as deemed necessary by CLIENT AGENCY.



The agency reserves the right to accept, reject, or have replaced a given guard based on the information available. Name, drivers license number, and date of birth shall be provided for guard or supervisor proposed for this service.

The agency may require the contractor to immediately remove any of its employees from the agency's premises for just cause. Any and all such removals shall be made in the name of the contractor and all responsibilities will be assumed by the contractor. Any such guard shall not be placed in another State agency.

1. The agency shall supply, if applicable:

a. All reporting forms as necessary, for the contract locations. For example:

- 1) Major incident report.
- 2) Register for authorized building entry/departure.
- 3) Removal of physical property report.
- 4) Lost and found envelope.
- 5) Shift security summary.

b. All necessary keys, a receipt for same to be signed by the contractor. Keys shall not be loaned or used for purposes other than official State business. Keys issued shall remain on the premises and not be taken home by an individual security guard.

c. Lighting, sanitary facilities and necessary telephone communications. **NOTE:** Contractor shall reimburse the State for all personal call expense incurred by their employees.

d. Names and telephone numbers of authorized personnel, including police, fire, etc., to be notified in the event of mechanical failure or emergencies.

e. Designation of an on-site CLIENT AGENCY contract administrator(s) for the day to day administration of the services provided under the proposed contract.

f. The CLIENT AGENCY on-site contract administrator(s) will meet monthly with staff from the contractor's administrative office to review reports, discuss the service level(s) provided, discuss the proficiency of security guards assigned, and discuss potential modification(s) to operating procedures.

g. In the event that the contractor has issues that need to be discussed with CLIENT AGENCY, the designated CLIENT AGENCY contract administrator will meet with the vendor within 3 days of request.

h. Training shall be provided by the designated CLIENT AGENCY Contract Administrator, if applicable, in:

- 1) The correct operation of any security alarm system used at site.
- 2) Supervisors in the proper use of on-site procedure manuals. Training updates shall be conducted as necessary, but not less than quarterly.
- 3) Administration of written test to all supervisors and guards assigned to location(s) covered under this contract within two (2) weeks of guards assignment to facility. Random testing of procedures will be given at the Contractor Administrator's discretion. CLIENT AGENCY reserves the right to have guards and/ or supervisors who do not demonstrate an acceptable level of performance on the test to be removed from the site.
- 4) The correct operation of security surveillance equipment used at site, if applicable.

i. All other equipment and supplies necessary to meet the specifications of this contract shall be furnished by the contractor.



1.3 Project Plan

1.301 PROJECT PLAN MANAGEMENT

Bidders shall propose a project plan for the services. Bidder shall present a project management plan, identifying methods, tools and processes proposed to oversee the services provided, address issues/changes as they may arise, and keep the appropriate parties apprised of progress

1.302 REPORTS

Bidders shall describe their capabilities related to generating reports as referenced in the specifications. The contractor(s) shall submit an operational; report on a monthly basis to the Agency contract administrator. The monthly report shall include but is not limited to:

Summary of Incident Reports

Summary of Emergency Management Reports

Assignment of Personnel (i.e. which guards are at which location, if applicable,)

Re-Assignment of Personnel (i.e. when a guard is moved from one location to another, if applicable)

Time and Attendance Reports

Personnel Disciplinary Reports

1.4 Project Management

1.401 ISSUE MANAGEMENT

When issues or discrepancies against the specifications and terms of the contract occur, the Contract Compliance Inspector will contact the contractor's designated representative.

All issues or discrepancies must be taken care by a mutually agreed time period between the agency and the contractor. Agencies reserve the right to initiate vendor performance documentation in MAIN to record relevant performance activities.

If issues are not resolved in the designated time, the Contract Compliance Inspector will follow their agency's procedures for vendor performance resolution.

1.402 RESERVED

1.403 CHANGE MANAGEMENT

If a proposed contract change is approved by the Contract Compliance Inspector, the Contract Compliance Inspector will submit a request for change to the Department of Management and Budget, Acquisition Services Buyer, who will make recommendations to the Director of Acquisition Services regarding ultimate approval/disapproval of change request. If the DMB Acquisition Services Director agrees with the proposed modification, and all required approvals are obtained (including State Administrative Board), the Acquisition Services Buyer will issue an addendum to the Contract, via a Contract Change Notice. **Vendors who provide products or services prior to the issuance of a Contract Change Notice by the DMB Office of Acquisition Services, risk non-payment for the out-of-scope/pricing products and/or services.**

1.5 Acceptance

1.501 CRITERIA

The following criteria will be used by the State to determine Acceptance of the Services provided under this SOW.

The contractor shall provide security guards who possess demonstrated ability to:

- a. Speak and understand English fluently.
- b. Understand and carry out oral and written instructions.



- c. Provide instruction on necessary rules, duties and functions.
- d. Recognize dangerous conditions about buildings and grounds and respond as necessary.
- e. Meet and deal courteously and effectively with the public.
- f. Have a knowledge of safety precautions and of fire prevention methods.
- g. Prepare clear, concise and complete written reports as required by building and/or location.
- h. Complete necessary forms in performance of duties as required by the State.
- i. Solve problems and de-escalate situations in a non-confrontational manner.
- j. Possess the ability to perform basic mathematical calculations, such as addition, subtraction, multiplication, and division as a minimum.
- k. Possess a valid Michigan Drivers License or valid Michigan I.D.

1.502 RESERVED

1.6 Compensation and Payment

Bidders are to quote the net hourly wage to be paid by the state as full compensation to perform the specified work. The total price of the bid will be the total estimated number of hours for the location(s) listed multiplied by the net hourly wage quoted by the bidder.

In the event that additional service is required, the successful bidder will be paid at the rate of one and one-half times the net hourly wage quoted for the first 48 hours of new service requested if less than 48 hours' advance notice had been given to the contractor. At the end of the 48 hour period, the rate of payment will revert to the net hourly wage quoted.

Cash discounts will NOT be considered in the determination of low bidder. All bidders are to quote the net hourly wage as stated above.

BY COMPLETING AND SIGNING THIS QUOTATION (FORM DMB-285), EACH BIDDER PLEDGES AND AFFIRMS THAT NO GUARD IN THE EMPLOY OF BIDDER COMPANY WILL BE COMPENSATED AT LESS THAN \$8.00 PER HOUR. EACH BIDDER FURTHER PLEDGES AND AFFIRMS THAT ANY OFFICER EMPLOYED AS A SUPERVISOR WILL BE PAID AT LEAST \$8.50 PER HOUR DURING THE LIFE OF THE CONTRACT, UNLESS OTHERWISE SPECIFIED AT A DIFFERENT HOURLY RATE INDICATED ON THE INDIVIDUAL PRICING PAGE(S).

Employees shall be compensated at the minimum hourly rates stipulated in the contract. Payroll deductions for uniforms or other miscellaneous operating expenses will not be permitted.

The Contractor shall comply with Michigan's Payment of Wages and Fringe Benefits Act, Public Act 390 of 1978, as amended, being MCL 408.471 to 408.490. The Contractor's failure to pay wages required by this Contract and/or comply with Public Act 390 of 1978, as amended, shall be considered a material breach of this Contract. The State reserves the right to audit Contractor's records to verify that payment of wages is in compliance with this Contract and the Act. Unless otherwise notified by Acquisition Services, the contractor shall submit to the appropriate buyer at Acquisition Services, on a basis consistent with the guards payroll schedule, proof that the employees assigned by the contractor to the location(s) covered by this Contract have been paid wages in compliance with this Contract and the Act.



Invoices shall be for actual hours of security service provided. Separate invoices shall be issued for each building and/or location, if applicable. Invoices shall include contract number, hours billed, hourly rate and building and/or location name. Any additional hours shall be itemized on the invoice. Contractor shall attach documentation showing each guard's name, hours worked per day and total hours worked for billing period.

TRAINING HOURS, IN-HOUSE AND ON-THE-JOB, REQUIRED TO COMPLY WITH THIS CONTRACT SHALL NOT BE BILLED TO THE STATE BUT SHALL BE PART OF CONTRACTOR'S OPERATIONAL OVERHEAD.

The state would like to encourage vendors to submit a discount pricing structure that will take into account efficiencies gained if the state awards multiple locations to that same vendor.

For example, the state would expect to see a lower bill rate if a vendor is awarded five locations of work in one or more regions versus only one location in those regions.

If a vendor is bidding on \$100,000 of business in region two and is also considering bidding on an additional \$200,000 of business in region three, that vendor should consider offering a volume discount if that additional volume is realized. The advantage of offering that discount in the region two bid is that it will allow the state to consider future vendor discounts in awarding current business. It should not be assumed; however, that vendors only bidding on a small volume of business will not be awarded that business because they are not in a position to service more locations.

The State realizes that the labor rate and benefit costs will not significantly decrease as volume increases. Therefore we suggest the discount would come from the markup portion where efficiencies will show up as volume increases.

An example would be that for every \$200,000 in annual volume the state would receive a discount of one percent off the total monthly bill.

<<<This is an example only>>>

<u>Annual Billing</u>	<u>Percent Discount</u>
\$0-\$199,999	0%
\$200,000 – \$399,999	1%
\$400,000 – \$599,999	2%
\$600,000 – \$799,999	3%
\$800,000 – \$999,999	4%
\$1,000,000 and up	5%

Annual Billing	Proposed Percent Discount (%)
\$0-\$199,999	
\$200,000 – \$399,999	
\$400,000 – \$599,999	
\$600,000 – \$799,999	
\$800,000 – \$999,999	
\$1,000,000 and up	



1.7 Additional Terms and Conditions Specific to this SOW

GENERAL INFORMATION

Definitions:

- a. "State" means the State of Michigan.
- b. "Department" means the Department of Management and Budget of the State of Michigan.
- c. "Director" means the State Purchasing Director.
- d. "Agency" means the unit of State government covered by this contract.
- e. "Representative" means the person designated by the agency to coordinate and supervise the security service.
- f. "Contractor" means a person, firm or corporation licensed by the Michigan State Police to provide security services.
- g. "Security Guard" means a person employed by the contractor, who provides protection as described in paragraph 1 above, and who also meets the requirements of Act 330 of the Public Acts of 1968, as amended, and the requirements of these specifications.



APPENDIX A
CERTIFICATION OF COMPLIANCE TO SPECIFICATIONS
SECURITY GUARD SERVICE
STATE OF MICHIGAN

CONTRACT NUMBER: 071B6200232

FACILITY LOCATION: - (County/District Name)

THE UNDERSIGNED DOES HEREBY CERTIFY THAT ALL SERVICES PROVIDED TO THE STATE OF MICHIGAN SHALL BE IN FULL COMPLIANCE WITH THE PUBLISHED SPECIFICATIONS OF THE CONTRACT AGREEMENT AND, FURTHER, THAT ALL GUARDS ASSIGNED TO ANY STATE FACILITY FULLY MEET THE TRAINING REQUIREMENTS OF THE CONTRACT SPECIFICATIONS.

CONTRACTOR ACKNOWLEDGES THAT ALL INFORMATION PROVIDED HEREIN SHALL BE AVAILABLE FOR REVIEW BY THE MICHIGAN DEPARTMENT OF STATE POLICE, PRIVATE SECURITY AND INVESTIGATIVE SECTION. ANY FALSIFICATION OF TRAINING RECORDS OR FAILURE TO PERFORM SERVICES IN ACCORDANCE WITH THE SPECIFICATIONS OF THE CONTRACT AGREEMENT MAY RESULT IN ENFORCEMENT ACTION BY THE DEPARTMENT OF LABOR AND ECONOMIC GROWTH AGAINST THE GUARD SERVICE LICENSE HOLDER IN ACCORDANCE WITH PUBLIC ACT 330 OF 1968, AS AMENDED.

<u>NAME OF GUARD</u>	<u>BIRTH DATE</u>	<u>TRNG. COMPL. DATE</u>	<u>INSTRUCTOR'S NAME*</u>
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____
5) _____	_____	_____	_____
6) _____	_____	_____	_____
7) _____	_____	_____	_____
8) _____	_____	_____	_____
9) _____	_____	_____	_____
10) _____	_____	_____	_____
11) _____	_____	_____	_____
12) _____	_____	_____	_____
13) _____	_____	_____	_____
14) _____	_____	_____	_____
15) _____	_____	_____	_____
16) _____	_____	_____	_____
17) _____	_____	_____	_____
18) _____	_____	_____	_____
19) _____	_____	_____	_____
20) _____	_____	_____	_____

LICENSE NUMBER _____
COMPANY NAME _____
LICENSE HOLDER SIGNATURE _____ DATE _____

Upon award of Contract, a copy of this certification must be sent to the agency Contract Compliance Inspector and to the DMB Buyer listed below:

DMB, Acquisition Services Mason Building, P.O. 30026 Lansing, Mi. 48909	Contract Compliance Inspector (Location) Office (Address)
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*A current resume of qualification and background must be attached for each named instructor.



Article 1, Attachment A

**Security Guard Service
MDHS, Calhoun County**

<u>Item #</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>
001	HR	Guard Service for MDHS, Calhoun County, P.O. Box 490 190 E. Michigan, Battle Creek, MI 49016.	<u>\$10.86</u>
		Service shall be in accordance with the attached terms, conditions, specifications and guard schedule detailed below.	
		3 guards per day	
		5 days per week Monday through Friday with the exception of legal holidays	
		Guard Shift	
		One (1) guard 7:00 a.m. to 4:00 p.m.	
		One (1) guard 8:00 a.m. to 5:00 p.m.	
		One (1) guard 9:00 a.m. to 6:00 p.m.	
		Total Guard Hours Per Day: 24 hours	

Guards shall be given a 60 minute unpaid lunch break for each shift. Lunch periods should be staggered so only one (1) guard is on lunch at any given time.

Contact person for B K Teachout Investigations:

NAME/TITLE: Joe Jaksa, VP
 TELEPHONE: 810.732.4849
 FACSIMILE: 810.732.6070
 TOLL FREE #: 810.747.0755

BY COMPLETING AND SIGNING THIS QUOTATION (FORM DMB-285), EACH BIDDER PLEDGES AND AFFIRMS THAT NO GUARD IN THE EMPLOY OF BIDDER COMPANY WILL BE COMPENSATED AT LESS THAN \$8.50 PER HOUR. EACH BIDDER FURTHER PLEDGES AND AFFIRMS THAT ANY OFFICER EMPLOYED AS A SUPERVISOR WILL BE PAID AT LEAST \$9.00 PER HOUR DURING THE LIFE OF THE CONTRACT.



**Article 1, Attachment A
Security Guard Service
MDHS, Washtenaw County**

<u>Item #</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>
001	HR	Guard Service for MDHS, Washtenaw County, 22 Center Street Ypsilanti, Michigan 48198	\$11.31
		Service shall be in accordance with the attached terms, conditions, specifications and guard schedule detailed below.	
		2 guards per day	
		5 days per week Monday through Friday with the exception of legal holidays	
		Guard Shift	
		One (1) guard 7:45 a.m. to 12:15 p.m. Monday thru Friday	
		One (1) guard 12:15 p.m. to 5:15 p.m. Mon. Tues, Thurs, Fri	
		One (1) guard 12:15 p.m. to 6:15 p.m. Wednesday only	

Total Guard Hours Per Day: 9.5 hours – Monday, Tues, Thurs, Fri
10.5 hours – Wednesday only

Guard shift does not include lunch

Contact person for B K Teachout Investigations:

NAME/TITLE: Joe Jaksa, VP
 TELEPHONE: 810.732.4849
 FACSIMILE: 810.732.6070
 TOLL FREE #: 810.747.0755

BY COMPLETING AND SIGNING THIS QUOTATION (FORM DMB-285), EACH BIDDER PLEDGES AND AFFIRMS THAT NO GUARD IN THE EMPLOY OF BIDDER COMPANY WILL BE COMPENSATED AT LESS THAN \$9.00 PER HOUR. EACH BIDDER FURTHER PLEDGES AND AFFIRMS THAT ANY OFFICER EMPLOYED AS A SUPERVISOR WILL BE PAID AT LEAST \$9.50 PER HOUR DURING THE LIFE OF THE CONTRACT.



Article 1, Attachment A

**Security Guard Service
MDHS, Ingham County**

<u>Item #</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>
001	HR	Guard Service for MDHS, Ingham County, 5303 South Cedar, Lansing, Michigan 48911. Service shall be in accordance with the attached terms, conditions, specifications and guard schedule detailed below. 3 guards per day 5 days per week Monday through Friday with the exception of legal holidays Guard Shift One (1) guard 7:00 a.m. to 3:30 p.m. One (1) guard 8:00 a.m. to 4:30 p.m. One (1) guard 9:00 a.m. to 5:30 p.m. Total Guard Hours Per Day: 24 hours	\$10.22

Guards shall be given a 30 minute unpaid lunch break for each shift. Guards may leave their post during their lunch period. However, lunch periods shall be staggered so only one (1) guard is on lunch at any given time.

Guards shall perform the following duties in addition to the standard requirements:

- ◆ Control visitors access to interior building areas
- ◆ Escort visitors to certain areas of the building
- ◆ Patrol parking lot
- ◆ Control visitor access to the parking lot

Contact person for B K Teachout Investigations:

NAME/TITLE: Joe Jaksa, VP
 TELEPHONE: 810.732.4849
 FACSIMILE: 810.732.6070
 TOLL FREE #: 810.747.0755

Ingham DHS minimum wage requirement:

BY COMPLETING AND SIGNING THIS QUOTATION (FORM DMB-285), EACH BIDDER PLEDGES AND AFFIRMS THAT NO GUARD IN THE EMPLOY OF BIDDER COMPANY WILL BE COMPENSATED AT LESS THAN \$8.00 PER HOUR. EACH BIDDER FURTHER PLEDGES AND AFFIRMS THAT ANY OFFICER EMPLOYED AS A SUPERVISOR WILL BE PAID AT LEAST \$8.50 PER HOUR DURING THE LIFE OF THE CONTRACT.



Article 1, Attachment A

**Security Guard Service
MDHS, Lansing Branch Office – W. Saginaw Highway**

<u>Item #</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>
001	HR	Guard Service for MDHS, Lansing Branch Office, 7109 West Saginaw Highway, Lansing, Michigan 48917 Service shall be in accordance with the attached terms, conditions, specifications and guard schedule detailed below. 1 guard per day 5 days per week Monday through Friday with the exception of legal holidays Guard Shift One (1) guard 7:30 a.m. to 5:30 p.m. Total Guard Hours Per Day: 10 hours	<u>\$10.08</u>

Guard shall be given a 30 minute paid lunch break. However, the guard is required to remain on site and to respond to any emergencies during the lunch break.

Contact person for B K Teachout Investigations:

NAME/TITLE: Joe Jaksa, VP
 TELEPHONE: 810.732.4849
 FACSIMILE: 810.732.6070
 TOLL FREE #: 810.747.0755

BY COMPLETING AND SIGNING THIS QUOTATION (FORM DMB-285), EACH BIDDER PLEDGES AND AFFIRMS THAT NO GUARD IN THE EMPLOY OF BIDDER COMPANY WILL BE COMPENSATED AT LESS THAN \$8.00 PER HOUR.



Article 1, Attachment A
 Pricing
Contract No. 071B6200232
Security Guard Service
MICHIGAN STATE POLICE, INGHAM COUNTY

<u>Item #</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>
001	HR	Guard Service for MSP, Ingham County 1. Headquarters, 714 S. Harrison Rd., East Lansing, MI 48823 2. Collins Road, 4000 Collins Rd., Lansing, MI 48909 Service shall be in accordance with the attached terms, conditions, specifications and guard schedule detailed below. <u>Two (2)</u> guards per day <u>Five (5)</u> days per week Monday through Friday with the exception of legal holidays Guard Shift, as appropriate to your location. HQ----- One (1) guard 7:30 a.m. to 5:00 p.m. Collins--One (1) guard 7:30 a.m. to 5:00 p.m. Total Guard Hours Per Day: <u>Nineteen (19)</u> hours	\$10.67

If lunch period is paid:

Guards shall be given a (30) minute paid lunch break for each shift. However, guards are required to remain on site and to respond to any emergencies during their lunch break. Lunch periods should be staggered so only one (1) guard is on lunch at any given time.

Contact person for B K Teachout Investigations:

NAME/TITLE: Joe Jaksa, VP
 TELEPHONE: 810.732.4849
 FACSIMILE: 810.732.6070
 TOLL FREE #: 810.747.0755



Article 1, Attachment A
 Pricing
Contract No. 071B6200232
Security Guard Service
DMB – Office of Facilities, Jackson County

Jackson State Office Building

<u>Item #</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>
001	HR	Guard Service for DMB – Office of Facilities, Jackson County, Jackson S.O.B., 301 E. Louis B. Glick Hwy., Jackson MI	\$12.17
		Service shall be in accordance with the attached terms, conditions, specifications and guard schedule detailed below.	
		5 guards per day	
		2 guards @ 9 hours, 5 days per week Monday through Friday with the exception of legal holidays and 1 guard @ 24 hours 7 days per week Sunday through Saturday including legal holidays.	
		Guard Shift:	
		One (1) guard 8:00 a.m. to 5:00 p.m. lobby	
		One (1) guard 7:00 a.m. to 4:00 p.m. parking	
		One (1) guard 24 hrs/day, seven days/week	

Guards shall be given a 30 minute paid lunch break for each shift. However, guards are required to remain on site and to respond to any emergencies during their lunch break. Lunch periods should be staggered so only one (1) guard is on lunch at any given time.

2 guards @ 8 hours, 5 days per week Monday through Friday with the exception of legal holidays

DHS – The following guards shall be dedicated to providing services for the Department of Human Services offices located in the Jackson S.O.B. as assigned by the contract administrator. Guards shall be given a **one (1) hour unpaid lunch break** and shall be staggered by the guards from 11:00 a.m. to 12:00 p.m. and 12:00 p.m. to 1:00 p.m.

Shifts for this service are:

Two (2) guards 8:00 a.m. to 5:00 p.m.

Total Guard Hours Per Day: 58 hrs. M-F, and 24 hours Sat. & Sun.

Guard service shall conform to the following requirements in addition to the requirements stated in the ITB:

- Security personnel must meet the following minimum qualifications:
 - Capability of exercising good judgment, tact and discretion in relations with others.
 - Able to deal courteously, tactfully and effectively with others, both in person and on the telephone.
 - Must have a positive, cheerful attitude and be willing to assist as required.
 - Must show initiative, maturity, integrity and high ethical standards.
 - Must show strong attention to detail, especially under stress.



- Training, recognition and quality assurance programs:
 - Orientation training shall include: sessions lasting six hours, including tests on each presentation of: Public Relations, Communications & Reports, Safety, Techniques of Patrol, Fire Prevention, Basic First Aid, Defensive Driving, Client Relations and Hazardous Material Communications.
 - Security personnel shall undergo six (6) hours of annual refresher training on specific skills and knowledge determined jointly by the bidding company and the State.
 - Advanced training classes shall be available to all security guards to cover topics specified in the ITB and this Attachment A in greater depth and additional topics such as: Haz-Mat, Blood-Born Pathogens, Supervisory Programs, Performance Management and Service Excellence.
 - Contractor shall follow the principles of performance management in daily management of guards.
 - Contractor shall have an employee recognition program for guards and supervisors.
 - Contractor shall employ a quality assurance program.

- The contractor shall supply and maintain computerized systems for:
 - Incident reporting and tracking.
 - Automated post check-in to verify guards on station at the start of a shift and throughout the shift.
 - Automated roving guard check-in to verify patrol coverage.
 - The State contract manager shall have access to this computerized system through the state computer network.

- Contractor employee benefits:
 - Contractor shall fully describe in the bid the benefits available to security guards (if any), ex. paid vacations, health insurance, retirement, etc.

- Roving Patrols:
 - The contractor shall perform roving patrols of the respective facility and/or grounds upon request or as specified in the site-specific procedure manual.

- Procedure manual – in addition to the procedures contained in a site-specific procedure manual, failure to carry out the below orders shall be considered a violation of the contract. The Security guards shall:
 - Show respect and courtesy to all persons on all occasions.
 - Dispose of waste so as to not create custodial chores for others.
 - Complete and submit a daily log to guard supervision.
 - Not visit or fraternize with agency staff, clients, other building tenants or visitors.
 - Not assemble with other security guards on duty except as required or related to an emergency.
 - Not smoke while in uniform, whether on duty or off duty.
 - Not depart from duty station until relieved.
 - Not do any of the following while on duty:



- Read newspapers, magazines, books or other matter other than State or contractor issued directives.
- Use any musical instrument.
- Have pets at work.
- Consume alcoholic beverages or narcotics, or be under their influence when reporting for or while on duty.

Contact person for B K Teachout Investigations:

NAME/TITLE: Joe Jaksa, VP
TELEPHONE: 810.732.4849
FACSIMILE: 810.732.6070
TOLL FREE #: 810.747.0755

BY COMPLETING AND SIGNING THIS QUOTATION (FORM DMB-285), EACH BIDDER PLEDGES AND AFFIRMS THAT GUARDS IN THE EMPLOY OF BIDDER COMPANY WILL BE COMPENSATED AS FOLLOWS THROUGH THE LIFE OF THE CONTRACT:

GUARDS SHALL BE COMPENSATED AT NO LESS THAN \$9.50 PER HOUR.

GUARDS EMPLOYED AS A SUPERVISOR WILL BE COMPENSATED AT NO LESS THAN \$11.50 PER HOUR.



Article 1, Attachment A
 Pricing
Contract No. 071B6200232
Security Guard Service
Department of State, (Eaton County)

<u>Item #</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>
001	HR	Guard Service for DOS, Lansing Area Plus #226, 5827 W. Saginaw St., Delta Center, Lansing, MI Service shall be in accordance with the attached terms, conditions, specifications and guard schedule detailed below. One (1) guard per day Five (5) days per week Monday through Friday with the exception of legal holidays Guard Shift: One (1) guard 9:00 a.m. to 5:30 p.m. (Mon, Tues, Thurs & Fri.) One (1) guard 11:00 a.m. to 7:30 p.m. (Wednesday) Total Guard Hours Per Day: Eight (8) hours	\$10.21

Guards shall be given a thirty (30) minute unpaid lunch break for each shift.

Contact person for B K Teachout Investigations:

NAME/TITLE: Joe Jaksa, VP
 TELEPHONE: 810.732.4849
 FACSIMILE: 810.732.6070
 TOLL FREE #: 810.747.0755



Article 1, Attachment A
 Pricing
Contract No. 071B6200232
Security Guard Service
Department of State, (Washtenaw County)

<u>Item #</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>
001	HR	Guard Service for DOS, Ypsilanti #113, 2720 Wastenaw, Ypsilanti, MI Service shall be in accordance with the attached terms, conditions, specifications and guard schedule detailed below. One (1) guard per day Five (5) days per week Monday through Friday with the exception of legal holidays Guard Shift: One (1) guard 9:00 a.m. to 5:30 p.m. (Mon, Tues, Thurs & Fri.) One (1) guard 11:00 a.m. to 7:30 p.m. (Wednesday) Total Guard Hours Per Day: Eight (8) hours	<u>\$10.29</u>

Guards shall be given a thirty (30) minute unpaid lunch break for each shift.

Contact person for B K Teachout Investigations:

NAME/TITLE: Joe Jaksa, VP
 TELEPHONE: 810.732.4849
 FACSIMILE: 810.732.6070
 TOLL FREE #: 810.747.0755



Article 1, Attachment A
 Pricing
Contract No. 071B6200232
Security Guard Service
DLEG - MRS –Lansing - Ingham County

Item #	Unit	Description	Unit Price
001	HR	Guard Service for DLEG, MRS – Lansing 1048 Pierpoint Ste 1 Lansing, MI 48913 – Ingham County	\$10.21

Service shall be in accordance with the attached terms, conditions, specifications and guard schedule detailed below.

Two guards per week

Five (5) days per week Monday through Friday with the exception of legal holidays

Guard Shift, as appropriate to your location.
 One (1) guard: 8:00 a.m. to 5:00 p.m. for 36 hours/week
 One (1) guard: 8:00 a.m. to 5:0 p.m. for 9 hours/week

Total Guard Hours Per Day: nine (9) hours

Guard shall be given a 30-minute paid lunch break for each shift. Guard to remain in the building during his/her lunch and continue surveillance.

Contact person for B K Teachout Investigations:

NAME/TITLE: Joe Jaksa, VP
 TELEPHONE: 810.732.4849
 FACSIMILE: 810.732.6070
 TOLL FREE #: 810.747.0755



Pricing
Contract No. 071B6200232
Security Guard Service
DLEG - UIA – Lansing PRO – Ingham County

Item #	Unit	Description	Unit Price
001	HR	Guard Service for DLEG, UIA – Lansing PRO, 5015 S. Cedar, Lansing, MI 48910 – Ingham County	<u>\$10.21</u>

Service shall be in accordance with the attached terms, conditions, specifications and guard schedule detailed below.

One (1) guard per day

Five (5) days per week Monday through Friday with the exception of legal holidays

Guard Shift, as appropriate to your location.
 One (1) guard: 8:00 a.m. to 4:00 p.m.

Total Guard Hours Per Day: eight (8) hours

Guard shall be given a 30-minute unpaid lunch break for each shift. Guard to remain in the building during his/her lunch.

Contact person for B K Teachout Investigations:

NAME/TITLE: Joe Jaksa, VP
 TELEPHONE: 810.732.4849
 FACSIMILE: 810.732.6070
 TOLL FREE #: 810.747.0755



Article 1, Attachment A

Pricing

Contract No. 071B6200232

Security Guard Service

Michigan Department of Corrections, Grandview Plaza, 206 E. Michigan Ave, Lansing, MI 48933, Ingham County

<u>Item #</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>
001	HR	Guard Service for MDOC, Grandview Plaza, (206 E. Michigan Ave., Lansing, MI 48933, Ingham County)	<u>\$11.68</u>
002	HR	Guard Service for MDOC, Grandview Plaza, (206 E. Michigan Ave., Lansing, MI 48933, Ingham County)	<u>\$17.52</u>

Service shall be in accordance with the attached terms, conditions, specifications and guard schedule detailed below.

TWO (2) guards per day Monday through Friday

One (1) guard per day Saturday, Sunday and holidays

Guard Shift Monday - Friday

One (1) guard 7:00 a.m. to 3:00 p.m.

One (1) guard 3:00 p.m. to 12:00 a.m.

Guard Shift Saturday, Sunday and Holidays

One (1) guard 8:00 a.m. to 6:00 p.m.

Total Guard Hours:

week day: 17 hours x 260 days 4420 hours per week/year

weekend: 10 hours x 104 weekend days 1040 hours per weekend/year

holidays: 10 hours x 13 130 holiday hours per year

Grandview Plaza Security Guards shall comply with the attached security post orders.

Guards shall be given a 30 minute paid lunch break for each shift. However, guards are required to remain on site and to respond to any emergencies during their lunch break.

Contact person for B K Teachout Investigations:

NAME/TITLE: Joe Jaksa, VP

TELEPHONE: 810.732.4849

FACSIMILE: 810.732.6070

TOLL FREE #: 810.747.0755



**POST ORDER
GRANDVIEW PLAZA SECURITY OFFICERS**

For purposes of this post order, the following definitions shall apply:

Visitors – Any person who is not employed by the Department of Corrections **OR** any person who is employed by the Department of Corrections but whose work site is somewhere other than the Grandview Plaza and has not been issued a permanent visitor pass.

Staff – Department of Corrections employees whose work site is the Grandview Plaza or persons issued a permanent visitor pass. These persons are issued a green building identification card with their photo identifying the individual as an employee, student assistant, permanent visitor, or contractor.

Building Service Personnel – Persons who make regular deliveries to the Grandview Plaza or perform regular maintenance in the building. Building service personnel are issued green picture or numbered identification cards which are kept on file at the security desk.

Capitol Security – (517) 373-2836

A. GENERAL PROVISIONS:

Remains at the Security Desk between the hours of 7:00 a.m. and 5:30 p.m., unless there is an emergency or relief is arranged. If an emergency arises which requires the officer to leave the desk, the Human Resources Office shall be notified at 373-6383.

Alert and attentive demeanor is required at all times. Eating at the security desk during business hours must be discrete.

Telephones shall be used for business purposes only. No personal calls are permitted.

Submits a written report of observed fire hazards, burned out light bulbs, electrical problems, damage to the building or similar events to the Deputy Director's office of the Administration and Programs Administration by the end of shift.

Reports the following incidents to the Deputy Director's office of the Administration and Programs Administration by the end of the shift:

An emergency occurs which necessitates leaving the security desk without coverage between the hours of 7:00 a.m. and 5:30 p.m.

A rear door audible alarm is activated and deemed to be out of the ordinary.
Staff fails to ensure the front entrance is secured during non-business hours.

Staff allows a visitor or building service personnel entrance to the building without ensuring proper registration procedures are followed.

Building service personnel exits the building without returning their identification card.

Staff fails to escort a visitor as provided in Building Security Standards.

Activities that do not fall in the above categories but are out of the ordinary shall be reported by the end of the shift to the Deputy Director's office of the Administration and Programs Administration in the form of a written report.

Turns off computers, printers or other computer equipment in offices or cubicles in compliance with ***Executive Directive 2003-10 Reduction in Energy Use.***

Unauthorized use of state equipment is prohibited.

All requirements of the Vendor's Manual shall be met.



Ensures that no personal vehicles are parked in the alley. The alley is used for loading/unloading only.

B. SECURITY SYSTEMS:

The Grandview Plaza has three basic security systems to provide overall safety and security to building occupants:

Door Monitor and Card Reader System – The door monitoring system is operated through the Corrections server located in the Logan Square and operates through a security software program called the Diamond Security Program. The PC containing the Diamond Program is located in the Human Resource Office. Proper diagnostic services require the combined efforts of the Department of Information Technology (DIT) for the server, NOVEL software connections, and Midstate Security Company for diagnostic of the Diamond software program.

Individual door monitoring device failure diagnostics is provided by either physical plant staff (GVP), or Midstate Security Company.

Auto Dialer – An auto dialer is installed integral with the Diamond Program to alert security staff if doors are left open while they are making rounds, and after security staff hours. The security system also notifies Central Control located in room 120 of the Mason Building in the event exterior doors remain open after the security officers go off duty, or staff enters the building at times they are not approved for gaining entrance. It also will go into alarm if the main server operating the LAN becomes inoperable. When an alarm, such as those listed above occurs after security guard hours, the Michigan State Police is summoned to evaluate the situation and inform (GVP) staff based on a security call in list.

Remote Camera Monitoring System – The remote camera system is located at all exterior entrances and exits, the outside loading area at the rear of the building and the third floor pedestrian way. It is designed to identify anyone attempting to gain unauthorized entrance into the building, or if anyone improperly exits the building. The camera system operates 24 hours a day and the data is stored on VCR for review if an event occurs. The camera monitoring system is maintained by Midstate Security Company.



Security staff shall:

Closely monitor entry doors. If the front door is left unsecured during non-business hours, ensures the door is secured immediately.

Immediately investigate interior door(s) in alarm status. Assures the door(s) is secured. A written report shall be made of an unusual alarm and submitted to the Deputy Director's office of the Administration and Programs Administration by the end of shift.

Advise the relieving officer of any problems with the security system. Submit a written report to the Deputy Director's office of the Administration and Programs Administration with a copy to the Physical Plant Division by the end of shift.

Changes the VHS tape Wednesday evening (or once per week), documenting the beginning and ending time/date on the VHS tape.

Identifies a problem with any of the security systems as noted below and follows the corresponding instructions for resolution:

Device Failure - Individual door reader inoperable, door not operating properly, staying open by door closer malfunction, lights on door reader not operable when secure, magnetic lock loose, etc.

Determines if immediate repair is necessary. If so, calls Physical Plant Division or delegated authority to report problem and seek approval for call in to Midstate Security Company. If immediate repair is not required, notifies Physical Plant Division of need to schedule repair.

Security System Monitoring Failure - Building monitoring system does not display on screen, Server NOVEL system inoperable, security software (Diamond program) not operational.

Calls in DIT liaison who will determine if it is a communication failure. If it is a problem with the Diamond system, Midstate Security Company is to be called to repair system.

Card Reader Failure - Groups of doors do not stay locked or do not open with appropriate reader card.

Determines if immediate repair is necessary. If so, calls Physical Plant Division or delegated authority to report problem and seek approval for call in to Midstate Security Company. If immediate repair is not required, notifies Physical Plant Division of need to schedule repair.

Remote Camera Failure - Individual cameras do not show on the security monitor screen. No cameras show on the security monitor screen.

Contacts Midstate Security Company for repairs during business hours.

Contact with Physical Plant or the "Delegated Authority" after business hours shall be made in the established order according to the contact/call-in list until someone has been personally contacted.

Records the time and date that the repair person arrived and gets a detailed account, in writing, identifying the problem and how it was resolved.

Contacts the DOC manager who authorized the repair work to let them know that the system is operational or that the system was not repairable and length of time required to make it operational.

The Department of Information Technology (DIT) will notify the security desk if they need to take the Grandview Plaza server offline for maintenance. If the connection to Central Control will be lost, contacts Central Control at 373-0196 to advise.

**C. PROCESSING VISITORS AND BUILDING SERVICE PERSONNEL:**

Greets everyone entering the building and ascertains if they are building service personnel, visitor(s) or staff.

Receives notification of anticipated visitors and their arrival time prior to the visitor's arrival. All visitors are to be escorted. The person providing the escort will be noted on the registration log. Building service personnel do not require an escort.

Calls for authorization when unexpected visitors arrive at the front desk. The person providing the escort is to be noted on the registration log when processing the visitor. If an area does not wish to see a particular visitor, the visitor shall be directed to call for an appointment.

Asks visitors and building service personnel to complete the registration log indicating the date, the agency represented, the name of the person or area being visited and the arrival time prior to notifying the person being visited. Enters departure time at conclusion of visit.

Immediately alerts the office the person intended to visit (if known) if the visitor or building service personnel does not receive clearance and enters the building without proper authorization. Contacts Capitol Security and requests them to respond and locate the person and escort him/her from the building.

Respectfully directs a visitor or building service personnel to leave the building if they refuse to complete the registration log.

Verifies all visitor s have valid personal identification and ensures the name and signature matches their log registration prior to allowing entry into the building.

Issues visitors a red stick-on visitor pass and instruct s them to wear it in a conspicuous manner. The current date and day of the week shall appear on all visitor passes.

Enters the visitor pass numbers on the registration log.

Issues building service personnel their green identification card and instructs them to wear it in a conspicuous manner.

Collects all visitor passes and building service personnel identification cards prior to their exiting the building.

If a visitor leaves the building in possession of a visitor pass and attempts to re-enter the building, the pass shall be confiscated and the person processed as a new visitor.

Immediately requests the Human Resources Office to deactivate their identification card if building service personnel exits the building without returning their identification card.

Verifies sign out logs at the end of shift to ensure accountability of visitors. Forwards completed registration logs to the Deputy Director's office of the Administration and Programs Administration by the start of business the next day.

Arranges to have an individual monitor the rear door when deliveries are made to the Grandview Plaza prior to deactivating the audible alarm. Ensures the door is monitored until the alarm is reactivated.

If a back door audible alarm is activated, observes the video monitor to identify the person responsible for activating the alarm. Deactivates the alarm and notifies the Deputy Director's office of the Administration & Programs Administration if it is determined to be out of the ordinary.

Contacts the Deputy Director's office of the Administration and Programs Administration at 335-6886 or 335-6850 for questions which cannot be answered by other building staff.

**D. PROCESSING STAFF:**

Ensures that staff at the Grandview Plaza, regardless of work sites within the building, wears their identification card in a conspicuous manner.

Clears staff without a Grandview Plaza identification card through an appropriate supervisor. Requests that they complete the registration log, and directs them to Human Resources Office for an escort to their work site.

Honors all employee stop orders unless the person who originated the stop order authorizes entry. The Human Resources Office shall update the stop order list regularly.

E. WEEKEND, HOLIDAY AND AFTER 5:30 P.M. PROVISIONS:

1. All green exit lights shall be checked each Sunday. A written report is made by the end of shift documenting those lights not in working order.

2. All coffee pots, radios and fans shall be turned off.

3. The fire alarm panel shall be monitored every half hour.

4. Second shift shall ensure the following doors are secure before the end of their shift:

a. The door between the Director's Office and Correctional Facilities Administration.

b. Interior door to Director's Office from 4th floor Conference Room.

c. The glass door leading to the Director's Office.

F. GUIDELINES FOR MANAGING ACTUAL SECURITY SITUATIONS:

Fire, medical, life-threatening or potentially life-threatening emergencies - Contact 911 and then your supervisor.

Building Evacuation – In the event the Director or Deputy Director of Administration and Programs Administration orders evacuation of the building, each floor shall be responsible to ensure their floor is clear of all staff. If possible, security or other building personnel will make an additional sweep of each floor to ensure everyone has departed safely.

Responding emergency personnel - Contact the Human Resources Office to arrange for immediate escorts.

Bomb threats - Everyone must exit the building through the front or rear door on first floor only. The third floor exit into the parking ramp is not to be used.

Secure the area and protect the scene.

Disruptive Visitor(s) – Attempt to reason with disruptive or resistant visitor(s) in a calm and non-threatening manner. Do not allow the person to enter the building.

If the situation escalates, contact Capitol Security at 373-2836 for assistance.

These post orders shall be reviewed by each newly assigned security officer. The post orders will be reviewed and/or revised as necessary, but not less than annually by the Department of Corrections and Vendor.



Article 2 – General Terms and Conditions

2.0 Introduction

2.001 GENERAL PURPOSE

The Contract is for **Security Guard Services in Region 2 for Multiple Agencies and Locations** for the State of Michigan. Exact quantities to be purchased are unknown, however the Contractor will be required to furnish all such materials and services as may be ordered during the CONTRACT period. Quantities specified if any, are estimates based on prior purchases, and the State is not obligated to purchase in these or any other quantities. Orders for delivery will be issued directly to the Contractor by various State Agencies on the Purchase Order Contract Release Form. Bids are due and will be publicly identified at the time noted on the Invitation To Bid (ITB) Form.

2.002 ISSUING OFFICE AND CONTRACT ADMINISTRATOR

The Contract is issued by Acquisition Services, State of Michigan, Department of Management and Budget, hereinafter known as Acquisition Services, for multiple State Agencies identified within this document. Where actions are a combination of those of Acquisition Services and the State agencies, the authority will be known as the State.

Acquisition Services is the sole point of contact in the State with regard to all procurement and contractual matters relating to the commodities and/or services described herein. Acquisition Services is the only office authorized to negotiate, change, modify, amend, alter, clarify, etc., the specifications, terms, and conditions of the Contract. Acquisition Services will remain the SOLE POINT OF CONTACT throughout the procurement process.

Contractor proceeds at its own risk if it takes negotiation, changes, modification, alterations, amendments, clarification, etc., of the specifications, terms, or conditions of the contract from any individual or office other than Acquisition Services and the listed contract administrator

All communications covering this procurement must be addressed to contract administrator indicated below:

Lymon C. Hunter, CPPB
Office of Acquisition Services
Department of Management and Budget
Mason Bldg, 2nd Floor
PO Box 30026
Lansing, MI 48909
HunterL@Michigan.Gov
517.241.1145

2.003 NOTICE

Any notice given to a party under this Contract must be written and shall be deemed effective, if addressed to such party as addressed below upon (i) delivery, if hand delivered; (ii) receipt of a confirmed transmission by facsimile if a copy of the notice is sent by another means specified in this section; (iii) the third (3rd) Business Day after being sent by U.S. mail, postage pre-paid, return receipt requested; or (iv) the next Business Day after being sent by a nationally recognized overnight express courier with a reliable tracking system.

2.004 CONTRACT TERM

The term of this Contract will be for three (3) years and will commence with the issuance of a Contract. This will be approximately 4/1/06 through 4/1/09.



Option. The State reserves the right to exercise **2 one-year options**, at the sole option of the State. Contractor performance, quality of products, price, cost savings, and the contractor's ability to deliver on time are some of the criteria that will be used as a basis for any decision by Acquisition Services to exercise an option year.

Extension. At the sole option of the State, the contract may also be extended. Contractor performance, quality of products, price, cost savings, and the contractor's ability to deliver on time are some of the criteria that will be used as a basis for any decision by Acquisition Services to exercise an option year.

Written notice will be provided to the Contractor within 30-days, provided that the State gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension. If the Government exercises this option, the extended contract shall be considered to include this option clause.

2.005 GOVERNING LAW

The Contract shall in all respects be governed by, and construed in accordance with, the laws of the State of Michigan. By signing this agreement, vendor consents to personal jurisdiction in the state of Michigan. Any dispute arising herein shall be resolved in the State of Michigan.

2.006 APPLICABLE STATUTES

The following statutes, rules, and laws are applicable to the performance of this contract; some statutes are reflected in the clauses of this contract. This list is NOT exhaustive.

MI Uniform Commercial Code (MIUCC) MCL 440. (All sections unless otherwise altered by agreement)

MI OSHA MCL §§ 408.1001 – 408.1094

Freedom of Information Act (FIOA) MCL §§ 15.231, et seq.

Natural Resources and Environmental Protection Act MCL §§ 324.101, et seq.

MI Consumer Protection Act MCL §§ 445.901 – 445.922

Laws relating to wages, payments of wages, and fringe benefits on state projects MCL §§ 408.551 – 408.558, 408.471 – 408.490, 1965 PA 390.

Department of Civil Service Rules and regulations

Elliot Larsen Civil Rights Act MCL §§ 37.2201, et seq.

Persons with disabilities Civil Rights Act MCL §§ 37.1101, et seq.

MCL §§ 423.321, et seq.

MCL § 18.1264 (law regarding debarment)

Davis-Bacon Act (DBA) 40 USCU §§ 276(a), et seq.

Contract Work Hours and Safety Standards Act (CWHSSA) 40 USCS § 327, et seq.

Business Opportunity Act for Persons with Disabilities MCL §§ 450.791 – 450.795

Rules and regulations of the Environmental Protection Agency

Internal Revenue Code

Rules and regulations of the Equal Employment Opportunity Commission (EEOC)

The Civil Rights Act of 1964, USCS Chapter 42

Title VII, 42 USCS §§ 2000e et seq.

The Americans with Disabilities Act (ADA), 42 USCS §§ 12101 et seq.

The Age Discrimination in Employment Act of 1967 (ADEA), 29 USCS §§ 621, 623 et seq.

The Old Workers Benefit and Protection Act of 1990 (OWBPA), 29 USCS §§ 626, et seq.

The Family Medical Leave Act of 1993 (FMLA), 29 USC §§ 651 et seq.

The Fair Labor Standards Act (FLSA), 29 USC §§ 201 et seq.

Pollution Prevention Act of 1990 (PPA) 42 U.S.C. §13106

Sherman Act, 15 U.S.C.S. § 1 et seq.

Robinson-Patman Act, 15 U.S.C.S. § 13 et. seq.

Clayton Act, 15 U.S.C.S. § 14 et seq.

**2.007 RELATIONSHIP OF THE PARTIES**

The relationship between the State and the Contractor is that of client and independent Contractor. No agent, employee, or servant of the Contractor or any of its subcontractors shall be or shall be deemed to be an employee, agent, or servant of the State for any reason. The Contractor will be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this Contract.

2.008 HEADINGS

Captions and headings used in the Contract are for information and organization purposes. Captions and headings, including inaccurate references, do not, in any way, define or limit the requirements or terms and conditions of this Contract.

2.009 MERGER

This document constitutes the complete, final, and exclusive agreement between the parties. All other prior writings and negotiations are ineffective.

2.010 SEVERABILITY

Each provision of the Contract shall be deemed to be severable from all other provisions of the Contract and, if one or more of the provisions of the Contract shall be declared invalid, the remaining provisions of the Contract shall remain in full force and effect.

2.011 SURVIVORSHIP

Any provisions of the Contract that impose continuing obligations on the parties including, but not limited to the Contractor's indemnity and other obligations shall survive the expiration or cancellation of the Contract for any reason.

2.012 NO WAIVER OF DEFAULT

The failure of a party to insist upon strict adherence to any term of the Contract shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term or any other term of the Contract.

2.013 PURCHASE ORDERS

Orders for delivery of commodities and/or services may be issued directly by the State Departments through the issuance of a Purchase Order Form referencing this Contract (Blanket Purchase Order) agreement and the terms and conditions contained herein. Contractor is asked to reference the Purchase Order Number on all invoices for payment.

2.1 Vendor/Contractor Obligations**2.101 ACCOUNTING RECORDS**

The Contractor and all subcontractors shall maintain all pertinent financial and accounting records and evidence pertaining to the Contract in accordance with generally accepted principles of accounting and other procedures specified by the State of Michigan.



Financial and accounting records shall be made available, upon request, to the State of Michigan, its designees, or the Michigan Auditor General at any time during the Contract period and any extension thereof, and for three years from expiration date and final payment on the Contract or extension thereof.

2.102 NOTIFICATION OF OWNERSHIP

The Contractor shall make the following notifications in writing:

1. When the Contractor becomes aware that a change in its ownership or officers has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify Acquisition Services within 30 days.
2. The Contractor shall also notify the Acquisition Services within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership or officers.

The Contractor shall:

1. Maintain current, accurate, and complete inventory records of assets and their costs;
2. Provide Acquisition Services or designated representative ready access to the records upon request;
3. Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership or officer changes; and
4. Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership or officer change.

2.103 RESERVED

2.104 RESERVED

2.105 RESERVED

2.106 RESERVED

2.107 PAYROLL AND BASIC RECORDS

Payrolls and basic records relating to the performance of this contract shall be maintained by the Contractor during the course of the work and preserved for a period of 3 years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made, and actual wages paid. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

The Contractor shall submit a copy of all payrolls to the Contract Administrator upon request. The payrolls submitted shall set out accurately and completely all of the information required to be maintained as indicated above.



The Prime Contractor is responsible for the submission of copies of payrolls by all subcontractors upon request from the Contract Administrator

The Contractor or subcontractor shall permit the Contract Administrator or representatives of the Contract Administrator or the State of Michigan to interview employees during working hours on the job.

If the Contractor or subcontractor fails to submit required records or to make them available, the Contract Administrator may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment.

2.108 COMPETITION IN SUB-CONTRACTING

The Contractor shall select subcontractors (including suppliers) on a competitive basis to the maximum practical extent consistent with the objectives and requirements of the contract.

2.109 RESERVED

2.2 Contract Performance

2.201 TIME IS OF THE ESSENCE

Contractor/Vendor is on notice that time is of the essence in the performance of this contract. Late performance will be considered a material breach of this contract, giving the State a right to invoke all remedies available to it under this contract.

2.202 CONTRACT PAYMENT SCHEDULE

All invoices should reflect actual work done. Specific details of invoices and payments will be agreed upon between the Contract Compliance Inspector and the Contractor after the proposed Contract Agreement has been signed and accepted by both the Contractor and the Director of Acquisition Services, Department of Management & Budget. This activity will occur only upon the specific written direction from Acquisition Services.

2.203 POSSIBLE PROGRESS PAYMENTS

The Government may make progress payments to the Contractor when requested as work progresses, but not more frequently than monthly, in amounts approved by the Contract Administrator, after negotiation. Contractor must show verification of measurable progress at the time of requesting progress payments.

2.204 RESERVED

2.205 ELECTRONIC PAYMENT AVAILABILITY

Electronic transfer of funds is available to State contractors. Vendors are encouraged to register with the State of Michigan Office of Financial Management so the State can make payments related to this Contract electronically at www.cpexpress.state.mi.us. Effective October 1, 2005, Act 533 of 2004 requires that all State contracts for the purchase of goods or services provide payments be made by electronic funds transfer (EFT).

2.206 RESERVED



2.212 Termination for Convenience

The State may terminate this Contract for its convenience, in whole or part, if the State determines that such a termination is in the State's best interest. Reasons for such termination shall be left to the sole discretion of the State and may include, but not necessarily be limited to (a) the State no longer needs the Services or products specified in the Contract, (b) relocation of office, program changes, changes in laws, rules, or regulations make implementation of the Services no longer practical or feasible, (c) unacceptable prices for Additional Services or New Work requested by the State, or (d) falsification or misrepresentation, by inclusion or non-inclusion, of information material to a response to any RFP issued by the State. The State may terminate this Contract for its convenience, in whole or in part, by giving Contractor written notice at least thirty (30) days prior to the date of termination. If the State chooses to terminate this Contract in part, the charges payable under this Contract shall be equitably adjusted to reflect those Services/Deliverables that are terminated. Services and related provisions of this Contract that are terminated for cause shall cease on the effective date of the termination.

2.3 Contract Rights and Obligations

2.301 INCURRING COSTS

The State of Michigan is not liable for any cost incurred by the Contractor prior to signing of the Contract. The State fiscal year is October 1st through September 30th. The Contractor(s) should realize that payments in any given fiscal year are contingent upon enactment of legislative appropriations. Total liability of the State is limited to terms and conditions of the Contract.

2.302 CONTRACTOR RESPONSIBILITIES

The Contractor will be required to assume responsibility for all contractual activities, whether or not that Contractor performs them. Further, the State will consider the Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Contract. If any part of the work is to be subcontracted, the Contract must include a list of subcontractors, including firm name and address, contact person and a complete description of work to be subcontracted. The State reserves the right to approve subcontractors and to require the Contractor to replace subcontractors found to be unacceptable. The Contractor is totally responsible for adherence by the subcontractor to all provisions of the Contract. Any change in subcontractors must be approved by the State, in writing, prior to such change.

2.303 ASSIGNMENT AND DELEGATION

The Contractor shall not have the right to assign this Contract, to assign its rights under this contract, or delegate any of its duties or obligations under the Contract to any other party (whether by operation of law or otherwise), without the prior written consent of the State. Any purported assignment in violation of this Section shall be null and void. Further, the Contractor may not assign the right to receive money due under the Contract without the prior written consent of the Director of Acquisition Services.

The Contractor shall not delegate any duties or obligations under the Contract to a subcontractor other than a subcontractor named and approved in the bid unless the Director of Acquisition Services has given written consent to the delegation.

Bidder must obtain the approval of the Director of Acquisition Services before using a place of performance that is different from the address that bidder provided in the bid.

2.304 TAXES

Sales Tax: For purchases made directly by the State of Michigan, the State is exempt from State and Local Sales Tax. Prices shall not include such taxes. Exemption Certificates for State Sales Tax will be furnished upon request.



Federal Excise Tax: The State of Michigan may be exempt for Federal Excise Tax, or such taxes may be reimbursable, if articles purchased under this Contract are used for the State's exclusive use. Certificates exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent to the Contractor upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, prices shall not include the Federal Excise Tax.

The State's Tax Exempt Certification is available for vendor viewing upon request to the Contract Administrator.

2.305 INDEMNIFICATION

General Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State, its departments, divisions, agencies, sections, commissions, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:

1. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from (1) the product provided or (2) performance of the work, duties, responsibilities, actions or omissions of the Contractor or any of its subcontractors under this Contract.
2. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from a breach by the Contractor of any representation or warranty made by the Contractor in the Contract;
3. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or related to occurrences that the Contractor is required to insure against as provided for in this Contract;
4. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from the death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by the Contractor, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage is caused solely by the negligence or reckless or intentional wrongful conduct of the State;
5. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents which results from an act or omission of the Contractor or any of its subcontractors in its or their capacity as an employer of a person.

Patent/Copyright Infringement Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State, its employees and agents from and against all losses, liabilities, damages (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties) incurred in connection with any action or proceeding threatened or brought against the State to the extent that such action or proceeding is based on a claim that any piece of equipment, software, commodity or service supplied by the Contractor or its subcontractors, or the operation of such equipment, software, commodity or service, or the use or reproduction of any documentation provided with such equipment, software, commodity or service infringes any United States or foreign patent, copyright, trade secret or other proprietary right of any person or entity, which right is enforceable under the laws of the United States.



In addition, should the equipment, software, commodity, or service, or the operation thereof, become or in the Contractor's opinion be likely to become the subject of a claim of infringement, the Contractor shall at the Contractor's sole expense (i) procure for the State the right to continue using the equipment, software, commodity or service or, if such option is not reasonably available to the Contractor, (ii) replace or modify the same with equipment, software, commodity or service of equivalent function and performance so that it becomes non-infringing, or, if such option is not reasonably available to Contractor, (iii) accept its return by the State with appropriate credits to the State against the Contractor's charges and reimburse the State for any losses or costs incurred as a consequence of the State ceasing its use and returning it.

Code Indemnification

To the extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State from any claim, loss, or expense arising from Contractor's breach of the No Surreptitious Code Warranty.

Indemnification Obligation Not Limited

In any and all claims against the State of Michigan, or any of its agents or employees, by any employee of the Contractor or any of its subcontractors, the indemnification obligation under the Contract shall not be limited in any way by the amount or type of damages, compensation or benefits payable by or for the Contractor or any of its subcontractors under worker's disability compensation acts, disability benefits acts, or other employee benefits acts. This indemnification clause is intended to be comprehensive. Any overlap in sub clauses, or the fact that greater specificity is provided as to some categories of risk, is not intended to limit the scope of indemnification under any other sub clause.

Continuation of Indemnification Obligation

The duty to indemnify will continue in full force and affect notwithstanding the expiration or early termination of the Contract with respect to any claims based on facts or conditions, which occurred prior to termination.

Indemnification Procedures

The procedures set forth below shall apply to all indemnity obligations under this Contract.

- (a) After receipt by the State of notice of the action or proceeding involving a claim in respect of which it will seek indemnification, the State shall promptly notify Contractor of such claim in writing and take or assist Contractor in taking, as the case may be, any reasonable action to avoid the imposition of a default judgment against Contractor. No failure to so notify Contractor shall relieve Contractor of its indemnification obligations except to the extent that Contractor can demonstrate damages attributable to such failure. Within ten (10) days following receipt of written notice from the State relating to any claim, Contractor shall notify the State in writing whether Contractor agrees to assume control of the defense and settlement of that claim (a "Notice of Election"). After notifying Contractor of a claim and prior to the State receiving Contractor's Notice of Election, the State shall be entitled to defend against the claim, at Contractor's expense, and Contractor will be responsible for any reasonable costs incurred by the State in defending against the claim during such period.
- (b) If Contractor delivers a Notice of Election relating to any claim: (i) the State shall be entitled to participate in the defense of such claim and to employ counsel at its own expense to assist in the handling of such claim and to monitor and advise the State about the status and progress of the Defense; (ii) Contractor shall, at the request of the State, demonstrate to the reasonable satisfaction of the State, Contractor's financial ability to carry out its defense and indemnity obligations under this Contract; (iii) Contractor shall periodically advise the State about the status and progress of the defense and shall obtain the prior written approval of the State before entering into any settlement of such claim or ceasing to defend against such claim



and (iv) to the extent that any principles of Michigan governmental or public law may be involved or challenged, the State shall have the right, at its own expense, to control the defense of that portion of such claim involving the principles of Michigan governmental or public law. Notwithstanding the foregoing, the State may retain control of the defense and settlement of a claim by written notice to Contractor given within ten (10) days after the State's receipt of Contractor's information requested by the State pursuant to clause (ii) of this paragraph if the State determines that Contractor has failed to demonstrate to the reasonable satisfaction of the State Contractor's financial ability to carry out its defense and indemnity obligations under this Section. Any litigation activity on behalf of the State of Michigan, or any of its subdivisions pursuant to this Section, must be coordinated with the Department of Attorney General. In the event the insurer's attorney represents the State pursuant to this Section, the insurer's attorney may be required to be designated as a Special Assistant Attorney General by the Attorney General of the State of Michigan.

- (c) If Contractor does not deliver a Notice of Election relating to any claim of which it is notified by the State as provided above, the State shall have the right to defend the claim in such manner as it may deem appropriate, at the cost and expense of Contractor. If it is determined that the claim was one against which Contractor was required to indemnify the State, upon request of the State, Contractor shall promptly reimburse the State for all such reasonable costs and expenses.

2.306 LIMITATION OF LIABILITY

Except as set forth herein, neither the Contractor nor the State shall be liable to the other party for indirect or consequential damages, even if such party has been advised of the possibility of such damages. Such limitation as to indirect or consequential damages shall not apply to claims for infringement of United States patent, copyright, trademarks or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the Contractor; to claims covered by other specific provisions of this Contract calling for liquidated damages; to Contractor's indemnification obligations (2.305); or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on this Contract.

The State's liability for damages to the Contractor shall be limited to the value of the Contract.

2.307 CONTRACT DISTRIBUTION

Acquisition Services shall retain the sole right of Contract distribution to all State agencies and local units of government unless other arrangements are authorized by Acquisition Services.

2.308 FORM, FUNCTION, AND UTILITY

If the Contract is for use of more than one State agency and if the good or service provided under this Contract do not meet the form, function, and utility required by a State agency, that agency may, subject to State purchasing policies, procure the good or service from another source.

2.309 ASSIGNMENT OF ANTITRUST CAUSE OF ACTION

For and in consideration of the opportunity to submit a quotation and other good and valuable consideration, the bidder hereby assigns, sells and transfers to the State of Michigan all rights, title and interest in and to all causes of action it may have under the antitrust laws of the United States or this State for price fixing, which causes of action have accrued prior to the date of payment and which relate solely to the particular goods, commodities, or services purchased or procured by this State pursuant to this transaction.

**2.310 RESERVED****2.311 TRANSITION ASSISTANCE**

If this Contract is not renewed at the end of this term, or is canceled prior to its expiration, for any reason, the Contractor must provide for up to 60-days after the expiration or cancellation of this Contract, all reasonable transition assistance requested by the State, to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such services to the State or its designees. Such transition assistance will be deemed by the parties to be governed by the terms and conditions of this Contract, (notwithstanding this expiration or cancellation) except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The State shall pay the Contractor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for Contract performance.

2.312 RESERVED**2.313 RESERVED****2.314 WEBSITE INCORPORATION**

State expressly states that it will not be bound by any content on the Contractor's website, even if the Contractor's documentation specifically referenced that content and attempts to incorporate it into any other communication, unless the State has actual knowledge of such content and has expressly agreed to be bound by it in a writing that has been manually signed by an authorized representation of the State.

2.4 Contract Review and Evaluation**2.401 CONTRACT COMPLIANCE INSPECTOR**

Upon receipt at Acquisition Services of the properly executed Contract Agreement(s), the person named below will be allowed to oversee the Contract performance on a day-to-day basis during the term of the Contract. However, overseeing the Contract implies **no authority to negotiate, change, modify, clarify, amend, or otherwise alter the terms, conditions, and specifications of such Contract(s). That authority is retained by Acquisition Services.**

The Contract Compliance Inspector(s) for this project are:

(Insert Name of Point of Contact)	(Insert Department Name) (Insert Division Name)	(Insert Address)	(Insert Email and Phone)
Brian Turnbull, Facility Manager	DMB, Office of Facilities	530 W. Allegan, 1 st Floor Mason Bldg Lansing, MI 48909	TurnbullB1@michigan.gov 517-241-4684
Debra Gilmore, HR Specialist	Michigan State Police Human Resources	714 S. Harrison Rd. East Lansing, MI 48823	GilmoreD@Michigan.gov 517-336-6118
Cindy Jaye, Branch Manager	DOS, Region 2 Lansing Area Plus #226	5827 W. Saginaw St Delta Center Lansing, MI	JayeC@Michigan.Gov 517/334-8008
Wendy Sampson, Branch Manager	DOS, Region 2 Ypsilanti #113	2720 Washtenaw Ypsilanti, MI	SampsonW@Michigan.Gov 734/528-0926
Larry Sonicksen	MDHS, Calhoun County	190 E. Michigan Ave., Battle Creek, Michigan 49016	SonicksenL@Michigan.Gov (269)966-1424
Rick Logan	MDHS, Washtenaw County	222 Center, Ypsilanti, Michigan 48198	LoganR2@Michigan.Gov (734)481-8358



Linda Knight	MDHS, Ingham County	5303 S. Cedar, Lansing, Michigan 48911	KnightL@Michigan.Gov (517)887-9771
Jim Saint Amour	MDHS, Lansing Office, W. Saginaw Highway	7109 W. Saginaw Highway, Second Floor, Lansing, Michigan 48917	Fjsaint@Michigan.Gov (517)335-5991
LisaVanOstran	Department of History, Arts & Libraries - Administration	702 W. Kalamazoo St. Lansing, MI 48915	Ivanostran@Michigan.gov 517.373.1293
Elaine Harrison	Department of History, Arts & Libraries – Public/Technical Services	702 W. Kalamazoo St. Lansing, MI 48915	eharrison@Michigan.gov 517.373.1395
Anita Stevens	Department of Management & Budget – Office of Facilities	702 W. Kalamazoo St. Lansing, MI 48915	Stevensa@Michigan.gov 517-373-7110
Darla Harper	DLEG, UIA, Ingham County	5015 S. Cedar Lansing, MI 48910	harperdarlan@michigan.gov v 517.241.5014
Robert Smith	DLEG, MRS, Ingham County	1048 Pierpont Ste 1 Lansing, MI 48913	Smithr7@michigan.gov 517.241.5123
Julie Southwick	MDOC, Grandview Plaza, Ingham County	206 E. Michigan Ave Lansing, MI 48933	southwjm@michigan.gov 517.335.6886

2.402 PERFORMANCE REVIEWS

Acquisition Services in conjunction with the client agency may review with the Contractor their performance under the Contract. Performance reviews shall be conducted quarterly, semi-annually or annually depending on Contractor's past performance with the State. Performance reviews shall include, but not limited to, quality of products/services being delivered and provided, timeliness of delivery, percentage of completion of orders, the amount of back orders, status of such orders, accuracy of billings, customer service, completion and submission of required paperwork, the number of substitutions and the reasons for substitutions, and other requirements of the Contract.

Upon a finding of poor performance, which has been documented by Acquisition Services, the Contractor shall be given an opportunity to respond and take corrective action. If corrective action is not taken in a reasonable amount of time as determined by Acquisition Services, the Contract may be canceled for default. Delivery by the Contractor of unsafe and/or adulterated or off-condition products to any State agency is considered a material breach of Contract subject to the cancellation provisions contained herein.

2.403 AUDIT OF CONTRACT COMPLIANCE/ RECORDS AND INSPECTIONS

The Contractor agrees that the State may, upon 24-hour notice, perform an audit at Contractor's location(s) to determine if the Contractor is complying with the requirements of the Contract. The Contractor agrees to cooperate with the State during the audit and produce all records and documentation that verifies compliance with the Contract requirements.

**2.5 Quality and Warranties****2.501 RESERVED****2.502 RESERVED****2.503 RESERVED****2.504 RESERVED****2.505 CONTRACTOR WARRANTIES**

The Contract will contain customary representations and warranties by the Contractor, including, without limitation, the following:

1. The Contractor will perform all services in accordance with high professional standards in the industry;
2. The Contractor will use adequate numbers of qualified individuals with suitable training, education, experience and skill to perform the services;
3. The Contractor will use its best efforts to use efficiently any resources or services necessary to provide the services that are separately chargeable to the State;
4. The Contractor will use its best efforts to perform the services in the most cost effective manner consistent with the required level of quality and performance;
5. The Contractor will perform the services in a manner that does not infringe the proprietary rights of any third party;
6. The Contractor will perform the services in a manner that complies with all applicable laws and regulations;
7. The Contractor has duly authorized the execution, delivery and performance of the Contract;
8. The Contractor is capable in all respects of fulfilling and shall fulfill all of its obligations under this contract.
9. The contract appendices, attachments, and exhibits identify all equipment and software services necessary for the deliverable(s) to perform and operate in compliance with the contract's requirements.
10. The Contractor is the lawful owner or licensee of any Deliverable licensed or sold to the state by Contractor or developed by Contractor under this contract, and Contractor has all of the rights necessary to convey to the state the ownership rights or license use, as applicable, of any and all Deliverables.
11. If, under this Contract, Contractor procures any equipment, software or other Deliverable for the State (including equipment, software and other Deliverables manufactured, re-marketed or otherwise sold by Contractor under Contractor's name), then in addition to Contractor's other responsibilities with respect to such items as set forth in this Contract, Contractor shall assign or otherwise transfer to the State or its designees, or afford the State the benefits of, any manufacturer's warranty for the Deliverable.
12. The contract signatory has the power and authority, including any necessary corporate authorizations, necessary to enter this contract, on behalf of Contractor.



13. The Contractor is qualified and registered to transact business in all locations where required.
14. Neither the Contractor nor any Affiliates, nor any employee of either, has, shall have, or shall acquire, any contractual, financial, business, or other interest, direct or indirect, that would conflict in any manner or degree with Contractor's performance of its duties and responsibilities to the State under this Contract or otherwise create an appearance of impropriety with respect to the award or performance of this Agreement. Contractor shall notify the State within two (2) days of any such interest that may be incompatible with the interests of the State.
15. All financial statements, reports, and other information furnished by Contractor to the State as part of its response to the ITB or otherwise in connection with the award of this Contract fairly and accurately represent the business, properties, financial condition, and results of operations of Contractor as of the respective dates, or for the respective periods, covered by such financial statements, reports, other information. Since the respective dates or periods covered by such financial statements, reports, or other information, there have been no material adverse changes in the business, properties, financial condition, or results of operations of Contractor. All written information furnished to the State by or behalf of Contractor in connection with this Contract, including its bid, is true, accurate, and complete, and contains no untrue statement of material fact or omits any material fact necessary to make such information not misleading.

2.506 STAFF

The State reserves the right to approve the Contractor's assignment of Key Personnel to this project and to recommend reassignment of personnel deemed unsatisfactory by the State.

The Contractor shall not remove or reassign, without the State's prior written approval any of the Key Personnel until such time as the Key Personnel have completed all of their planned and assigned responsibilities in connection with performance of the Contractor's obligations under this Contract. The Contractor agrees that the continuity of Key Personnel is critical and agrees to the continuity of Key Personnel. Removal of Key Personnel without the written consent of the State may be considered by the State to be a material breach of this Contract. The prohibition against removal or reassignment shall not apply where Key Personnel must be replaced for reasons beyond the reasonable control of the Contractor including but not limited to illness, disability, resignation or termination of the Key Personnel's employment.

2.507 RESERVED

2.508 RESERVED

2.509 RESERVED

2.6 Breach of Contract

2.601 BREACH DEFINED

Failure to comply with articles, sections, or subsections of this agreement, or making any false statement in this agreement will be considered a material breach of this agreement giving the state authority to invoke any and all remedies available to it under this agreement.

2.602 NOTICE AND THE RIGHT TO CURE

In the event of a curable breach by the Contractor, the State shall provide the Contractor written notice of the breach and a time period to cure said breach described in the notice.



This section requiring notice and an opportunity to cure shall not be applicable in the event of successive or repeated breaches of the same nature or if the State determines in its sole discretion that the breach poses a serious and imminent threat to the health or safety of any person or the imminent loss, damage or destruction of any real or tangible personal property.

2.603 EXCUSABLE FAILURE

1. Neither party shall be liable for any default or delay in the performance of its obligations under the Contract if and to the extent such default or delay is caused, directly or indirectly, by: fire, flood, earthquake, elements of nature or acts of God; riots, civil disorders, rebellions or revolutions in any country; the failure of the other party to perform its material responsibilities under the Contract (either itself or through another contractor); injunctions (provided the injunction was not issued as a result of any fault or negligence of the party seeking to have its default or delay excused); or any other cause beyond the reasonable control of such party; provided the non-performing party and its subcontractors are without fault in causing such default or delay, and such default or delay could not have been prevented by reasonable precautions and cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means, including disaster recovery plans. In such event, the non-performing party will be excused from any further performance or observance of the obligation(s) so affected for as long as such circumstances prevail and such party continues to use its best efforts to recommence performance or observance whenever and to whatever extent possible without delay provided such party promptly notifies the other party in writing of the inception of the excusable failure occurrence, and also of its abatement or cessation.
2. If any of the above enumerated circumstances substantially prevent, hinder, or delay performance of the services necessary for the performance of the State's functions for more than 14 consecutive days, and the State determines that performance is not likely to be resumed within a period of time that is satisfactory to the State in its reasonable discretion, then at the State's option: (a) the State may procure the affected services from an alternate source, and the State shall not be liable for payments for the unperformed services under the Contract for so long as the delay in performance shall continue; (b) the State may cancel any portions of the Contract so affected and the charges payable hereunder shall be equitably adjusted to reflect those services canceled; or (c) the Contract will be canceled without liability of the State to the Contractor as of the date specified by the State in a written notice of cancellation to the Contractor. The Contractor will not have the right to any additional payments from the State as a result of any excusable failure occurrence or to payments for services not rendered as a result of the excusable failure condition. Defaults or delays in performance by the Contractor which are caused by acts or omissions of its subcontractors will not relieve the Contractor of its obligations under the Contract except to the extent that a subcontractor is itself subject to any excusable failure condition described above and the Contractor cannot reasonably circumvent the effect of the subcontractor's default or delay in performance through the use of alternate sources, workaround plans or other means.

2.7 Remedies

2.701 CANCELLATION

The State may cancel this Contract without further liability or penalty to the State, its departments, divisions, agencies, offices, commissions, officers, agents, and employees for any of the following reasons:

1. Material Breach by the Contractor. In the event that the Contractor breaches any of its material duties or obligations under the Contract, which are either not capable of or subject to being cured, or are not cured within the time period specified in the written notice of breach provided by the State, or pose a serious and imminent threat to the health and safety of any person, or the imminent loss, damage or destruction of any real or tangible personal property, the State may, having provided written notice of cancellation to the Contractor, cancel this Contract in whole or in part, for cause, as of the date specified in the notice of cancellation.



In the event that this Contract is cancelled for cause, in addition to any legal remedies otherwise available to the State by law or equity, the Contractor shall be responsible for all costs incurred by the State in canceling the Contract, including but not limited to, State administrative costs, attorneys fees and court costs, and any additional costs the State may incur to procure the services required by this Contract from other sources. All excess re-procurement costs and damages shall not be considered by the parties to be consequential, indirect or incidental, and shall not be excluded by any other terms otherwise included in the Contract.

In the event the State chooses to partially cancel this Contract for cause charges payable under this Contract will be equitably adjusted to reflect those services that are cancelled.

In the event this Contract is cancelled for cause pursuant to this section, and it is therefore determined, for any reason, that the Contractor was not in breach of contract pursuant to the provisions of this section, that cancellation for cause shall be deemed to have been a cancellation for convenience, effective as of the same date, and the rights and obligations of the parties shall be limited to that otherwise provided in the Contract for a cancellation for convenience.

2. Cancellation For Convenience By the State. The State may cancel this Contract for its convenience, in whole or part, if the State determines that such a cancellation is in the State's best interest. Reasons for such cancellation shall be left to the sole discretion of the State and may include, but not limited to (a) the State no longer needs the services or products specified in the Contract, (b) relocation of office, program changes, changes in laws, rules, or regulations make implementation of the Contract services no longer practical or feasible, and (c) unacceptable prices for additional services requested by the State. The State may cancel the Contract for its convenience, in whole or in part, by giving the Contractor written notice 30 days prior to the date of cancellation. If the State chooses to cancel this Contract in part, the charges payable under this Contract shall be equitably adjusted to reflect those services that are cancelled.
3. Non-Appropriation. In the event that funds to enable the State to effect continued payment under this Contract are not appropriated or otherwise made available. The Contractor acknowledges that, if this Contract extends for several fiscal years, continuation of this Contract is subject to appropriation or availability of funds for this project. If funds are not appropriated or otherwise made available, the State shall have the right to cancel this Contract at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of cancellation to the Contractor. The State shall give the Contractor written notice of such non-appropriation or unavailability within 30 days after it receives notice of such non-appropriation or unavailability.
4. Criminal Conviction. In the event the Contractor, an officer of the Contractor, or an owner of a 25% or greater share of the Contractor, is convicted of a criminal offense incident to the application for or performance of a State, public or private Contract or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or federal antitrust statutes; or convicted of any other criminal offense which in the sole discretion of the State, reflects upon the Contractor's business integrity.
5. Approvals Rescinded. The State may terminate this Contract without further liability or penalty in the event any final administrative or judicial decision or adjudication disapproves a previously approved request for purchase of personal services pursuant to Constitution 1963, Article 11, section 5, and Civil Service Rule 7. Termination may be in whole or in part and may be immediate as of the date of the written notice to Contractor or may be effective as of the date stated in such written notice.

2.702 RIGHTS UPON CANCELLATION

Termination Assistance. If this Contract (or any Statement of Work issued under it) is terminated for any reason prior to completion, Contractor agrees to provide for up to six (6) months after the termination all reasonable termination assistance requested by the State to facilitate the orderly transfer of such Services to the State or its designees in a manner designed to minimize interruption and adverse effect.



Such termination assistance will be deemed by the parties to be governed by the terms and conditions of this Contract (notwithstanding its termination) other than any terms or conditions that do not reasonably apply to such termination assistance. Such termination assistance shall be at no additional charge to the State if the termination is for Contractor's Default pursuant to Section 2.602; otherwise the State shall compensate Contractor for such termination assistance on a time and materials basis in accordance with the Amendment Labor Rates identified within this Contract agreement.

2.703 LIQUIDATED DAMAGES

The parties acknowledge that security guard or supervisor failure to report to jobsite will interfere with the timely and proper completion of the Contract, to the loss and damage of the State, and that it would be impracticable and extremely difficult to fix the actual damage sustained by the State as a result of any such delay. Failure to report to jobsite is defined as no security guard on post two (2) hours after the scheduled shift start time. Therefore, Contractor and the State agree that in the case of any such security guard or supervisor failure to report to jobsite in respect of which the State does not elect to exercise its rights under **Section 2.305**, the State may assess liquidated damages against Contractor as specified in this Section. If security guard or supervisor failure to report to jobsite occurs, then the State shall be entitled to collect liquidated damages in the amount of \$500.00 and an additional \$100.00 per day for each day Contractor fails to remedy security guard or supervisor failure to report to jobsite.

2.704 STOP WORK

1. The State may, at any time, by written stop work order to the Contractor, require that the Contractor stop all, or any part, of the work called for by this Contract for a period of up to 90 days after the stop work order is delivered to the Contractor, and for any further period to which the parties may agree. The stop work order shall be specifically identified as such and shall indicate that it is issued under this section. Upon receipt of the stop work order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the stop work order during the period of work stoppage. Within the period of the stop work order, the State shall either:
 - a) Cancel the stop work order; or
 - b) Cancel the work covered by the stop work order as provided in the cancellation section of this Contract.
2. If a stop work order issued under this section is canceled or the period of the stop work order or any extension thereof expires, the Contractor shall resume work. The State shall make an equitable adjustment in the delivery schedule, the contract price, or both, and the Contract shall be modified, in writing, accordingly, if:
 - a) The stop work order results in an increase in the time required for, or in the Contractor's costs properly allocable to the performance of any part of this Contract; and
 - b) The Contractor asserts its right to an equitable adjustment within 30 days after the end of the period of work stoppage; provided, that if the State decides the facts justify the action, the State may receive and act upon a proposal submitted at any time before final payment under this Contract.
3. If the stop work order is not canceled and the work covered by the stop work order is canceled for reasons other than material breach, the State shall allow reasonable costs resulting from the stop work order in arriving at the cancellation settlement.
4. If a stop work order is not canceled and the work covered by the stop work order is canceled for material breach, the State shall not allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop work order.

An appropriate equitable adjustment may be made in any related contract of the Contractor that provides for adjustment and is affected by any stop work order under this section. The State shall not be liable to the Contractor for loss of profits because of a stop work order issued under this section.



2.705 SUSPENSION OF WORK

The Contract Administrator may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this contract for the period of time that the Contract Administrator determines appropriate for the convenience of the Government.

If the performance of all or any part of the work is, for an unreasonable period of time, suspended, delayed, or interrupted (1) by an act of the Contract Administrator in the administration of this contract, or (2) by the Contract Administrator's failure to act within the time specified in this contract (or within a reasonable time if not specified), an adjustment shall be made for any increase in the cost of performance of this contract (excluding profit) necessarily caused by the unreasonable suspension, delay, or interruption, and the contract modified in writing accordingly. However, no adjustment shall be made under this clause for any suspension, delay, or interruption to the extent that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor, or for which an equitable adjustment is provided for or excluded under any other term or condition of this contract.

A claim under this clause shall not be allowed:

- (1) For any costs incurred more than 20 days before the Contractor shall have notified the Contract Administrator in writing of the act or failure to act involved (but this requirement shall not apply as to a claim resulting from a suspension order); and
- (2) Unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the suspension, delay, or interruption, but not later than the date of final payment under the contract.

2.8 Changes, Modifications, and Amendments

2.801 APPROVALS

The Contract may not be modified, amended, extended, or augmented except by a writing executed by the parties hereto, and any breach or default by a party shall not be waived or released other than in writing signed by the other party.

2.802 TIME EXTENTIONS

Time extensions for contract changes will depend upon the extent, if any, by which the changes cause delay in the completion of the various elements of performance as described in the statement of work. The change order granting the time extension may provide that the contract completion date will be extended only for those specific elements related to the changed work and that the remaining contract completion dates for all other portions of the work will not be altered. The change order also may provide an equitable readjustment of liquidated damages under the new completion schedule.

2.803 MODIFICATION

Acquisition Services reserves the right to modify this contract at any time during the contract term. Such modification may include changing the locations to be serviced, additional locations to be serviced, method or manner of performance of the work, number of days service is to be performed, addition or deletion of tasks to be performed, addition or deletion of items, and/or any other modifications deemed necessary. Any changes in pricing proposed by the Contractor resulting from the proposed changes are subject to acceptance by the State. Changes may be increases or decreases. IN THE EVENT PRICES ARE NOT ACCEPTABLE TO THE STATE, THE CONTRACT SHALL BE SUBJECT TO COMPETITIVE BIDDING BASED UPON THE NEW SPECIFICATION.



The State reserves the right to add an item(s) that is not described on the item listing and is available from the Contract vendor. The item(s) may be included on the Contract, only if prior written approval has been granted by Acquisition Services.

2.804 AUDIT AND RECORDS UPON MODIFICATION

DEFINITION: records includes books, documents, accounting procedures and practices, and other data, regardless of whether such items are in written form, electronic form, or in any other form

Contractor shall be required to submit cost or pricing data with the pricing of any modification of this contract to the Contract Administrator in Acquisition Services. Data may include accounting records, payroll records, employee time sheets, and other information the state deems necessary to perform a fair evaluation of the modification proposal. Contract Administrator or authorized representative of the state shall have the right to examine and audit all of the contractor's records, including computations and projections, related to:

1. The proposal for modification;
2. The discussions conducted on the proposal, including those related to negotiation;
3. Pricing of the modification; or
4. Performance of the modification.

Contractor shall make available at its office at all reasonable times the materials described in the paragraphs above.

If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement.

2.805 CHANGES

- (a) The Contract Administrator may, at any time, without notice to the sureties, if any, by written order designated or indicated to be a change order, make changes in the work within the general scope of the contract, including changes:
- (1) In the specifications (including drawings and designs);
 - (2) In the method or manner of performance of the work;
 - (3) In the Government-furnished facilities, equipment, materials, services, or site; or
 - (4) Directing acceleration in the performance of the work.
- (a) Any other written or oral order (which, as used in this paragraph (b), includes direction, instruction, interpretation, or determination) from the Contract Administrator that causes a change shall be treated as a change order under this clause; Provided, that the Contractor gives the Contract Administrator written notice stating:
- (1) The date, circumstances, and source of the order; and
 - (2) That the Contractor regards the order as a change order.
- (b) Except as provided in this clause, no order, statement, or conduct of the Contract Administrator shall be treated as a change under this clause or entitle the Contractor to an equitable adjustment.