

STATE OF MICHIGAN
 DEPARTMENT OF TECHNOLOGY MANAGEMENT AND BUDGET October 20, 2011
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

CHANGE NOTICE NO. 6
TO
CONTRACT NO. 071B7200231
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Intercept Security 15621 South Chandler Road East Lansing, MI 48823 <p style="text-align: right;">Interceptsecurity@verizon.net</p>	TELEPHONE (517) 641-6731 Ron Golota
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-1145 Lymon C. Hunter, CPPB
Contract Compliance Inspector: See Section 2.003 <p style="text-align: center;">Armed Security Guard Services – Multiple Locations – DMVA</p>	
CONTRACT PERIOD: From: May 1, 2007 To: November 30, 2011	
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 October 18, 2011, this Contract is hereby EXTENDED to November 30, 2011. Effective October 1, 2011, the billable rate for this Contract is INCREASED by \$3.50 per hour for Guard Services. All other terms, conditions, specifications and pricing remain the same.

AUTHORITY/REASON:

Per agency request (PRF dated 9/26/11), Vendor agreement and State AdBoard approval dated October 18, 2011.

TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$5,806,664.08

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

May 27, 2011

CHANGE NOTICE NO. 5
TO
CONTRACT NO. 071B7200231
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Intercept Security 15621 South Chandler Road East Lansing, MI 48823 Interceptsecurity@verizon.net	TELEPHONE (517) 641-6731 Ron Golota
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-1145 Lymon C. Hunter, CPPB
Contract Compliance Inspector: See Section 2.003 Armed Security Guard Services – Multiple Locations – DMVA	
CONTRACT PERIOD: From: May 1, 2007 To: September 30, 2011	
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 attached changes are hereby incorporated into this contract.
All other terms, conditions, specifications and pricing remain the same.**

AUTHORITY/REASON:

Per agency request and DTMB/Purchasing Operations' approval.

TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$5,806,664.08

**CHANGE NOTICE NO. 5
TO
CONTRACT NO. 071B7200231
between
THE STATE OF MICHIGAN
And Intercept Security**

Requested Changes to Contract

1. Page 24, Section 7, Contract Compliance Inspector (CCI)

As currently reads:

"Camp Grayling:
1LT Ian Martin/Timothy Reinholz: 989.344.6154

Grand Ledge Army Aviation:
MSGT Timothy Marsh: 517.627.0124

Lansing JFHQ Installation:
LTC Gregory Durkac: 517.481.8106

Change to read:

"Camp Grayling:
1LT Ian Martin/Timothy Reinholz: 989.344.6154

Grand Ledge Army Aviation:
SFC Andrew Spagnuolo: 517.481.8966

Lansing JFHQ Installation:
LTC Gregory Durkac: 517.481.8106

2. Page 50, Section 8, Appendix A, bottom right of page

As currently reads:

"MSGT Timothy Marsh
DMVA -- Grand Ledge AASF
10600 Eaton Highway
Grand Ledge, MI 48837"

Change to read:

"SFC Andrew Spagnuolo
DMVA -- Grand Ledge AASF
10600 Eaton Highway
Grand Ledge, MI 48837"

3. Page 53, Appendix C – Pricing Summary

As currently reads:

DMVA – Grand Ledge AASF

Item	Unit	Position	Bill Rate per Hour	Total # of Hrs for 1 yr	Total Cost rate x # of hrs
1	EA	Armed Guard Main Gate	\$16.14	8,760	\$141,824.40
SUBTOTAL:					\$141,386.40
4.5 YEAR TOTAL:					\$638,209.80

Change to read:

DMVA – Grand Ledge AASF

Item	Unit	Position	Bill Rate per Hour	Total # of Hrs for 1 yr	Total Cost rate x # of hrs
1	EA	Armed Guard Main Gate/Patrol	\$16.19	11,720	\$189,746.80
SUBTOTAL:					\$189,746.80
4.5 YEAR TOTAL:					\$838,860.60

**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 9, 2010

**CHANGE NOTICE NO. 4 (REVISED)
 TO
 CONTRACT NO. 071B7200231
 between
 THE STATE OF MICHIGAN
 and**

NAME & ADDRESS OF VENDOR Intercept Security 15621 South Chandler Road East Lansing, MI 48823 Interceptsecurity@verizon.net	TELEPHONE (517) 641-6731 Ron Golota
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-1145 Lymon C. Hunter, CPPB
Contract Compliance Inspector: See Section 2.003 Armed Security Guard Services – Multiple Locations – DMVA	
CONTRACT PERIOD: From: May 1, 2007 To: September 30, 2011	
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 January 18, 2010, the attached changes are hereby implemented to this contractual agreement.

AUTHORITY/REASON:

Per agency request and DMB/Purchasing Operations' approval.

CURRENT AUTHORIZED SPEND LIMIT REMAINS: \$5,806,664.08

**CHANGE NOTICE NO. 4
TO
CONTRACT NO. 071B7200231
between
THE STATE OF MICHIGAN
And Intercept Security**

Requested Changes to Contract

1. Page iii

As reads:

“CONTRACT LOCATIONS:

CAMP GRAYLING
GRAND LEDGE ARMY AVIATION
LANSING RFSC
LANSING USPFO/LOGISTICS
MURC/JFHQ/CSMS”

Change to read:

“CONTRACT LOCATIONS:

CAMP GRAYLING
GRAND LEDGE ARMY AVIATION
LANSING JFHQ INSTALLATION”

2. Page 24, Section 7, Contract Compliance Inspector (CCI)

As reads:

“Camp Grayling:
LTC James Gardiner/Timothy Reinholz: 989.344.6155

Grand Ledge Army Aviation:
MSGT Timothy Marsh: 517.627.0124

Lansing RFSC, MURC/JFHQ/CSMS:
SGM Thomas Herrin: 517.481.7616

USPFO/Logistics:
COL James Stokes: 517.481.7803”

Change to read:

"Camp Grayling:
1LT Ian Martin/Timothy Reinholz: 989.344.6154

Grand Ledge Army Aviation:
SFC Andrew Spagnuolo: 517.481.8966

Lansing JFHQ Installation:
LTC Gregory Durkac: 517.481.8106

3. Page 51, Section 8, Appendix A, top of page

As reads:

"MICHIGAN DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
LANSING RFSC - 3423 N. MARTIN LUTHER KING JR., BLVD., LANSING, MI 48906"

Change to read:

"MICHIGAN DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
LANSING JFHQ INSTALLATION - 3411 N. MARTIN LUTHER KING JR., BLVD., LANSING, MI 48906"

4. Page 51, Section 8, Appendix A, bottom right of page

As reads:

"SGM Thomas Herrin
DMVA – Lansing RFSC
3423 N. Martin Luther King Jr. Blvd.
Lansing, MI 48906"

Change to read:

"LTC Gregory Durkac
DMVA – Lansing JFHQ Installation
3411 N. Martin Luther King Jr. Blvd.
Lansing, MI 48906"

5. Page 52, Appendix A – **DELETE PAGE**

6. Page 53, Appendix A – **DELETE PAGE**

7. Page 55, Appendix C – Pricing Summary (Con't)

As reads:

DMVA – Lansing RFSC

Item	Unit	Position	Bill Rate per Hour	Total # of Hrs for 1 yr	Total Cost rate x # of hrs
1	EA	Armed Guard Supervisor/Lead Worker	\$16.23	2,080	\$33,758.40
2	EA	Armed Guard Main Gate	\$16.23	3,120	\$50,637.60
2a	EA	Armed Guard Main Gate 12 Estimated Weekends	\$16.23	288	\$4,674.24
3	EA	Armed Guard Front Desk	\$16.23	3,120	\$50,637.60
3a	EA	Armed Guard Front Desk 12 Estimated Weekends	\$16.23	288	\$4,674.24
4	EA	Random Sweep per occurrence	\$17.51	365 Days Each	\$6,391.15
SUBTOTAL:					\$150,773.23
4.5 YEAR TOTAL:					\$678,479.54

Change to read:

DMVA – Lansing JFHQ Installation

Item	Unit	Position	Bill Rate per Hour	Total # of Hrs for 1 yr	Total Cost rate x # of hrs
1	EA	Armed Guard Supervisor	\$18.95	2,080	\$39,416.00
2	EA	Armed Guards Main Gate/Patrol	\$16.35	6,240	\$102,024.00
2a	EA	Armed Guards Main Gate/Patrol 12 Estimated Weekends	\$16.35	1,152	\$18,835.20
3	EA	Random Sweep per occurrence	\$19.51	730	\$14,242.30
SUBTOTAL:					\$174,517.50
4.5 YEAR TOTAL:					\$785,328.75

Change to read:

DMVA – Grand Ledge AASF

Item	Unit	Position	Bill Rate per Hour	Total # of Hrs for 1 yr	Total Cost rate x # of hrs
1	EA	Armed Guard Main Gate	\$16.19	8,760	\$141,824.40
SUBTOTAL:					\$141,386.40
4.5 YEAR TOTAL:					\$638,209.80

Change to read:

DMVA – Camp Grayling

ITEM	UNIT	POSITION	BILL RATE per HOUR	TOTAL # OF HRS for 1 YR	TOTAL COST RATE X # OF HRS
1a	EA	Armed Guard Supervisor	\$15.73	2080	\$32,718.40
1b	EA	Armed Guard Lead Worker's	\$15.73	4160	\$65,436.40
1c	EA	Armed Guard Main Gate	\$15.73	8760	\$137,794.80
2a	EA	Armed Guard Airfield Gate	\$15.73	2560	\$40,268.80
2b	EA	Armed Guard 14 Extra weeks	\$15.73	1568	\$24,664.64
3a	EA	Armed Guard Roving Patrol	\$15.73	8760	\$137,794.80
4a	EA	Armed Guard South Access Gate	\$15.73	4160	\$65,436.80
4b	EA	Armed Guard MATES	\$15.73	3278	\$51,562.94
TOTAL:					\$555,677.98

8. Page 59, Appendix E

As reads (top of page in bold/underlined):

“Lansing RFSC”

Change to read (top of page in bold/underlined):

“Lansing JFHQ Installation”

9. Page 59, Appendix E, para 1

As reads :

“1. This position will serve for all...”

Change to read:

“1. The supervisor position will serve for both the Lansing and Grand Ledge Installations designated as one (1) regional manager/supervisor armed guard who shall be appointed by the Contractor to possess the responsibility as floating regional manager/supervisor armed guard, as necessary, for each Installation for on-site floating supervision. This position will serve in a dual role capacity as an armed guard and site manager/supervisor, and possess the same qualifications required for an armed guard. Total hours of coverage needed for regional manager/supervisor armed guard, five (5) days per week, eight (8) hours per day, Monday-Friday (40 hours per week) = 2,080 hours per year.

The individual shall be available during each shift, five (5) days per week, 52 weeks per year. However, will only be required to work 40 hours per week, eight (8) hours per day; eight (8) hours per week can be utilized for administrative work, if necessary. The regional manager/supervisor armed guard shall perform duties during the day, afternoon, and/or midnight shifts as necessary. The regional manager/supervisor armed guard will work in coordination with the installation commander or POC at each location and will be required to meet with the installation commander or POC on a weekly basis or upon request. The regional manager/supervisor must carry a cellular phone at all times and must be available to be contacted 24 hours a day, seven (7) days per week, 52 weeks a year. The cellular phone will be provided by the Contractor at no additional cost to the employee or the State. In the event the regional manager/supervisor is unavailable due to vacation or an unforeseen emergency, the site supervisor shall appoint a back-up to serve within the capacity. The telephone number will be provided to the installation commander or POC by the Contractor.”

10. Page 59, Appendix E, para 2

As reads :

“2. Lansing RFSC Gate (Main Gate) and foot patrol...”

Change to read:

“2. Lansing JFHQ Installation Gate (Main Gate) and foot patrol in and around the installation complex – Two (2) armed employees: each shift, 6:00 am to 6:00 pm per day, (15 minute shift change required) five (5) days per week (Monday through Friday excluding Federal Holidays), 52 weeks per year (6,240 estimated total hours per year). In addition, 24 estimated weekends per year (1,152 estimated hours). Total estimated coverage of Lansing JFHQ Installation Main Gate/Patrol = 7,392 hours per year.

11. Page 59, Appendix E, para 3

As reads :

“3. Lansing RFSC Front Desk – One (1) armed...”

Change to read:

“3. Lansing JFHQ Installation Random Sweep shall be conducted between the hours of 9:00 pm and 3:00 am, seven (7) days per week, 365 days per year, and will be no less than 90 minutes nor greater than 2 hours. Patrol grounds checking external windows, doors and gates. **Start times for random sweeps must fluctuate each day so that time patterns are not established.** Unless otherwise directed by the site administrator or designee, buildings must be entered to secure windows and doors manually or with computer security system. Buildings on the Installation include the MURC, CSMS, USPFO, RFSC, RFSC North, and the VA. Any security deficiencies discovered during the random sweep will be reported to the Joint Operations Center (JOC) prior to departure. All details must be logged. Report any crime in progress to Lansing Police Department and DMVA representative. Observe for fire and if exists, contact fire department and DMVA representative.

12. Page 59, Appendix E, para 4 – **DELETE PARAGRAPH 4**

13. Page 59, Appendix E, first untitled paragraph under paragraph 4

As reads :

“Patrol grounds checking external...”

Change to read:

“One of the JFHQ Installation Main Gate Guards on duty during the day shall patrol the installation grounds, external buildings and internal areas at random intervals to ascertain that all doors, windows and gates are properly secured, ensure that no unauthorized personnel are on the premises, check to ensure arms vaults are secure, and check installation perimeter fence line for gaps and disrepair. Patrol activities will be conducted a minimum of twice daily and will be logged at each occurrence. Contact police and/or supervisor and DMVA representative when necessary.”

14. Page 59, Appendix E, second untitled paragraph under paragraph 4

As reads :

“The Site Administrator or designee may give additional written or oral instructions. Radios are not required at this site.”

Change to read:

“The Site Administrator or designee may give additional written or oral instructions to the guards and/or supervisor. Radios will be provided by the DMVA.”

15. Page 60, Appendix E – **DELETE PAGE** (Note: MURC Main Gate is now designated the JFHQ Installation Main Gate. Also, Security Guards no longer required for the USPFO located on 3111 W. St. Joseph, Lansing, MI)

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 5, 2010

CHANGE NOTICE NO. 4
TO
CONTRACT NO. 071B7200231
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Intercept Security 15621 South Chandler Road East Lansing, MI 48823 Interceptsecurity@verizon.net	TELEPHONE (517) 641-6731 Ron Golota
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-1145 Lymon C. Hunter, CPPB
Contract Compliance Inspector: See Section 2.003 Armed Security Guard Services – Multiple Locations – DMVA	
CONTRACT PERIOD: From: May 1, 2007 To: September 30, 2011	
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 18, 2010, the attached changes are hereby implemented to this contractual agreement.

AUTHORITY/REASON:

Per agency request and DMB/Purchasing Operations' approval.

CURRENT AUTHORIZED SPEND LIMIT REMAINS: \$5,806,664.08

**CHANGE NOTICE NO. 4
TO
CONTRACT NO. 071B7200231
between
THE STATE OF MICHIGAN
And Intercept Security**

Requested Changes to Contract

1. Page iii

As reads:

“CONTRACT LOCATIONS:

CAMP GRAYLING
GRAND LEDGE ARMY AVIATION
LANSING RFSC
LANSING USPFO/LOGISTICS
MURC/JFHQ/CSMS”

Change to read:

“CONTRACT LOCATIONS:

CAMP GRAYLING
GRAND LEDGE ARMY AVIATION
LANSING JFHQ INSTALLATION”

2. Page 24, Section 7, Contract Compliance Inspector (CCI)

As reads:

“Camp Grayling:
LTC James Gardiner/Timothy Reinholz: 989.344.6155

Grand Ledge Army Aviation:
MSGT Timothy Marsh: 517.627.0124

Lansing RFSC, MURC/JFHQ/CSMS:
SGM Thomas Herrin: 517.481.7616

USPFO/Logistics:
COL James Stokes: 517.481.7803”

Change to read:

"Camp Grayling:
1LT Ian Martin/Timothy Reinholz: 989.344.6154

Grand Ledge Army Aviation:
MSGT Timothy Marsh: 517.481.8961

Lansing JFHQ Installation:
LTC Gregory Durkac: 517.481.8106

3. Page 51, Section 8, Appendix A, top of page

As reads:

"MICHIGAN DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
LANSING RFSC - 3423 N. MARTIN LUTHER KING JR., BLVD., LANSING, MI 48906"

Change to read:

"MICHIGAN DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
LANSING JFHQ INSTALLATION - 3411 N. MARTIN LUTHER KING JR., BLVD., LANSING, MI 48906"

4. Page 51, Section 8, Appendix A, bottom right of page

As reads:

"SGM Thomas Herrin
DMVA – Lansing RFSC
3423 N. Martin Luther King Jr. Blvd.
Lansing, MI 48906"

Change to read:

"LTC Gregory Durkac
DMVA – Lansing JFHQ Installation
3411 N. Martin Luther King Jr. Blvd.
Lansing, MI 48906"

5. Page 52, Appendix A – **DELETE PAGE**

6. Page 53, Appendix A – **DELETE PAGE**

7. Page 55, Appendix C – Pricing Summary (Con't)

As reads:

DMVA – Lansing RFSC

Item	Unit	Position	Bill Rate per Hour	Total # of Hrs for 1 yr	Total Cost rate x # of hrs
1	EA	Armed Guard Supervisor/Lead Worker	\$16.23	2,080	\$33,758.40
2	EA	Armed Guard Main Gate	\$16.23	3,120	\$50,637.60
2a	EA	Armed Guard Main Gate 12 Estimated Weekends	\$16.23	288	\$4,674.24
3	EA	Armed Guard Front Desk	\$16.23	3,120	\$50,637.60
3a	EA	Armed Guard Front Desk 12 Estimated Weekends	\$16.23	288	\$4,674.24
4	EA	Random Sweep per occurrence	\$17.51	365 Days Each	\$6,391.15
SUBTOTAL:					\$150,773.23
4.5 YEAR TOTAL:					\$678,479.54

Change to read:

DMVA – Lansing JFHQ Installation

Item	Unit	Position	Bill Rate per Hour	Total # of Hrs for 1 yr	Total Cost rate x # of hrs
1	EA	Armed Guard Supervisor	\$16.23	2,080	\$33,758.40
2	EA	Armed Guards Main Gate/Patrol	\$16.23	6,240	\$101,275.20
2a	EA	Armed Guards Main Gate/Patrol 12 Estimated Weekends	\$16.23	1,152	\$18,696.96
3	EA	Random Sweep per occurrence	\$19.51	365 Days Each	\$7,121.15
SUBTOTAL:					\$160,851.71
4.5 YEAR TOTAL:					\$723,832.69

Change to read:

DMVA – Grand Ledge AASF

Item	Unit	Position	Bill Rate per Hour	Total # of Hrs for 1 yr	Total Cost rate x # of hrs
1	EA	Armed Guard Main Gate	\$16.14	8,760	\$141,386.40
SUBTOTAL:					\$141,386.40
4.5 YEAR TOTAL:					\$636,238.80

Change to read:

DMVA – Camp Grayling

ITEM	UNIT	POSITION	BILL RATE per HOUR	TOTAL # OF HRS for 1 YR	TOTAL COST RATE X # OF HRS
1a	EA	Armed Guard Supervisor	\$15.73	2080	\$32,718.40
1b	EA	Armed Guard Lead Worker's	\$15.73	4160	\$65,436.40
1c	EA	Armed Guard Main Gate	\$15.73	8760	\$137,794.80
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2b	EA	Armed Guard 14 Extra weeks	\$15.73	1568	\$24,664.64
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4a	EA	Armed Guard South Access Gate	\$15.73	4160	\$65,436.80
4b	EA	Armed Guard MATES	\$15.73	3278	\$51,562.94
TOTAL:					\$555,677.98

8. Page 59, Appendix E

As reads (top of page in bold/underlined):

“Lansing RFSC”

Change to read (top of page in bold/underlined):

“Lansing JFHQ Installation”

9. Page 59, Appendix E, para 1

As reads :

“1. This position will serve for all...”

Change to read:

“1. The supervisor position will serve for both...”

10. Page 59, Appendix E, para 2

As reads :

“2. Lansing RFSC Gate (Main Gate) and foot patrol...”

Change to read:

“2. Lansing JFHQ Installation Gate (Main Gate) and foot patrol in and around the installation complex – Two (2) armed employees: each shift, 6:00 am to 6:00 pm per day, (15 minute shift change required) five (5) days per week (Monday through Friday excluding Federal Holidays), 52 weeks per year (6,240 estimated total hours per year). In addition, 24 estimated weekends per year (1,152 estimated hours). Total estimated coverage of Lansing JFHQ Installation Main Gate/Patrol = 7,392 hours per year.

11. Page 59, Appendix E, para 3

As reads :

"3. Lansing RFSC Front Desk – One (1) armed..."

Change to read:

"3. Lansing JFHQ Installation Random Sweep shall be conducted between the hours of 10:00 pm and 2:00 am, seven (7) days per week, 365 days per year. Patrol grounds checking external windows, doors and gates. Buildings must be entered to secure windows and doors manually or with computer security system. Buildings on the Installation include the MURC, CSMS, USPFO, RFSC, RFSC North, and the VA. Any security deficiencies discovered during the random sweep will be reported to the Joint Operations Center (JOC) prior to departure. All details must be logged. Report any crime in progress to Lansing Police Department and DMVA representative. Observe for fire and if exists, contact fire department and DMVA representative.

12. Page 59, Appendix E, para 4 – **DELETE PARAGRAPH 4**

13. Page 59, Appendix E, first untitled paragraph under paragraph 4

As reads :

"Patrol grounds checking external..."

Change to read:

"One of the JFHQ Installation Main Gate Guards on duty during the day shall patrol the installation grounds, external buildings and internal areas at random intervals to ascertain that all doors, windows and gates are properly secured, ensure that no unauthorized personnel are on the premises, check to ensure arms vaults are secure, and check installation perimeter fence line for gaps and disrepair. Patrol activities will be conducted a minimum of twice daily and will be logged at each occurrence. Contact police and/or supervisor and DMVA representative when necessary."

14. Page 59, Appendix E, second untitled paragraph under paragraph 4

As reads :

"The Site Administrator or designee may give additional written or oral instructions. Radios are not required at this site."

Change to read:

"The Site Administrator or designee may give additional written or oral instructions to the guards and/or supervisor. Radios are required at this site."

15. Page 60, Appendix E – **DELETE PAGE**

**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 12, 2008

**CHANGE NOTICE NO. 3
 TO
 CONTRACT NO. 071B7200231
 between
 THE STATE OF MICHIGAN
 and**

NAME & ADDRESS OF VENDOR Intercept Security 15621 South Chandler Road East Lansing, MI 48823 Interceptsecurity@netzero.com	TELEPHONE (517) 641-6731 Ron Golota
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-1145 Lymon C. Hunter, CPPB
Contract Compliance Inspector: See Section 2.003 Armed Security Guard Services – Multiple Locations – DMVA	
CONTRACT PERIOD: From: May 1, 2007 To: September 30, 2011	
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, SGM Thomas Herrin replaces retired LTC Patricia Carter as Contract Compliance Inspector for the appropriate locations. All other prices, terms, conditions, and specifications remain unchanged.

AUTHORITY/REASON:

Per agency request and DMB/Purchasing Operations' approval.

TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$5,806,664.08

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 12, 2008

CHANGE NOTICE NO. 2
TO
CONTRACT NO. 071B7200231
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Intercept Security 15621 South Chandler Road East Lansing, MI 48823 <p style="text-align: right;">Interceptsecurity@netzero.com</p>	TELEPHONE (517) 641-6731 Ron Golota
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-1145 Lymon C. Hunter, CPPB
Contract Compliance Inspector: See Section 2.003 <p style="text-align: center;">Armed Security Guard Services – Multiple Locations – DMVA</p>	
CONTRACT PERIOD: From: May 1, 2007 To: September 30, 2011	
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, this Contract is hereby modified per the attached revised pricing sheet summary, which entails changing the location of security guard services. All other prices, terms, conditions, and specifications remain unchanged.

AUTHORITY/REASON:

Per agency request and DMB/Purchasing Operations' approval.

TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$5,806,664.08



D E P A R T M E N T O F

Management & Budget

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
MAINTENANCE, REPAIR & OPERATIONS (MRO)
LOCATION SPECIFICATION SHEET (LSS) - ARMED SECURITY GUARD SERVICE**

Consideration for award will be based on Work Plan/Price Quotation in accordance with the specifications, terms and conditions as stated within this solicitation.

PART I – PLACE OF ARMED SECURITY GUARD SERVICE

CONTRACT INFORMATION			
CONTRACT START DATE:	04/01/2007	CONTRACT END DATE:	04/01/2010
NUMBER OF EXTENSION OPTIONS:	Three (3) Year Contract with two, one year extension options		
CONTRACTING AGENCY NAME:	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS (DMVA)		
BUILDING NAME:	Lansing Reserve Forces Support Center		
BUILDING ADDRESS:	3423 N. Martin Luther King Jr. Blvd., Lansing, Michigan 48906		
TERRITORY / REGION / COUNTY:			
PROCUREMENT CONTACT INFORMATION			
PROCUREMENT OFFICE NAME:	DMVA, OFFICE OF FINANCIAL SERVICES PURCHASING AND SUPPORT SECTION		
PROCUREMENT OFFICE CONTACT NAME:	Kimberly Graham	CONTACT PHONE #:	517-483-5803
PROCUREMENT OFFICE CONTACT E-MAIL:	grahamk@michigan.gov	CONTACT FAX #:	517-483-5881
CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:	SGM Thomas Herrin	CONTACT PHONE #:	417-481-7616
CCI / FM CONTACT E-MAIL:	Thomas.herrin@us.army.mil	CONTACT FAX #:	
BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F, specified weekends	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	Between 6 a.m. to 6:30 p.m.

PART II – PRICING SHEET SUMMARY
Contract No. 071B7200231
Armed/Unarmed Security Guard Services
DMVA Lansing Reserve Forces Support Center

DMVA Lansing Reserve Forces Support Center (Note 1)

Item	Unit	Position	Bill Rate per Hour	Total # of Hrs for 1 yr	Total Cost rate x # of hrs
1	EA	Armed Guard Supervisor/Lead Worker	\$16.23	2,080	\$33,758.40
2	EA	Armed Guard Main Gate	\$16.23	3,120	\$50,637.60
2a	EA	Armed Guard Main Gate 12 Estimated Weekends	\$16.23	288	\$4,674.24
3	EA	Armed Guard Front Desk	\$16.23	3,120	\$50,637.60
3a	EAa	Armed Guard Front Desk 12 Estimated Weekends	\$16.23	288	\$4,674.24
4	EA	Random Sweep per occurrence	\$17.51	365 Days Each	\$6,391.15
SUBTOTAL:					\$150,773.23
4.5 YEAR TOTAL:					\$678,479.54

Note 1: This change for Contract 071B7200231I if for change of location only. Number/type of positions, bill rate per hour, total number of hours, and total cost remain unchanged.

Duties specific to the DMVA Lansing Reserve Forces Support Center (RFSC):

1. This position will serve for all Lansing and Grand Ledge Installations designated as one (1) regional manager/supervisor armed guard who shall be appointed by the Contractor to possess the responsibility as floating regional manager/supervisor armed guard, as necessary, for each installation for on-site floating supervision. This position will serve in a dual role capacity as an armed guard and site manager/supervisor. Total hours of coverage needed for one (1) regional manager/supervisor armed guard, five (5) days per week, eight (8) hours per day, Monday-Friday (40 hours per week) = 2,080 hours per year.

This individual shall be available during each shift, Five (5) days a week, 52 weeks per year. However, will only be required to work 40 hours per week, eight (8) hours per day; eight (8) hours per week can be utilized for administrative work, if necessary. The regional manager/supervisor armed guard shall perform duties during the day, afternoon, and/or midnight shifts as necessary. The regional manager/supervisor armed guard will work in coordination with the installation commander or POC at each location and will be required to meet with the installation commander or POC on a weekly basis or upon request. This position will serve as a dual role capacity as regional manager/supervisor and possess the same qualifications required of an armed guard. The regional manager/supervisor must carry a cellular telephone at all times and must be available to be contacted 24 hours per day, seven (7) days a week, 52 weeks a year. The cellular telephone will be provided by the Contractor at no additional cost to the employee or the State. In the event the regional manager/supervisor is unavailable due to vacation or an unforeseen emergency, the site supervisor shall appoint a back-up to serve within this capacity. The telephone number will be provided to the installation commander or POC by the Contractor.

2. Reserve Forces Support Center Entry Gate (Main Gate) and foot patrol in and around building complex – One (1) armed employee: each shift, 6:00 am to 6:00 pm per day, (15 minute shift change required) five (5) days per week (Monday through Friday excluding Federal Holidays), 52 weeks per year, (3,120 estimated total hours per year). In addition, 12 estimated weekends per year (288 estimated hours) (1 weekend per month, schedule to be given to contract vendor, with the potential to increase to 24 weekends per year upon written notice to Contractor). Total hours of coverage at Reserve Forces Support Center Main Gate/patrol = 3,408 hours per year.

3. Reserve Forces Support Center Front Desk - One (1) armed employee: each shift, 6:00 am to 6:00 pm per day, (15 minute shift change required) five (5) days per week (Monday through Friday excluding Federal Holidays), 52 weeks per year, (3,120 estimated total hours per year). In addition, 12 estimated weekends per year (288 estimated hours) (1 weekend per month, schedule to be given to contract vendor, with the potential to increase to 24 weekends per year upon written notice to Contractor). Total hours of coverage at Reserve Forces Support Center Front Desk = 3,408 hours per year.

4. Reserve Forces Support Center Random Sweep shall be conducted between the hours of 10:00 pm and 2:00 am, seven (7) days per week, 365 days a year.

Patrol grounds checking external windows, doors, and gates. Buildings must be entered to secure windows and doors manually or with computer security system. All details must be logged. Report any crime in progress to Lansing Police Department and DMVA representative. Observe for fire and if exists, contact fire department.

The Site Administrator or designee may give additional written or oral instructions.

Each of the above shifts shall include an un-paid lunch break not to exceed 30 minutes in duration; however, the Contractor shall provide a properly trained relief guard to provide coverage during lunch breaks as uninterrupted service is required. Although lunch breaks are un-paid, the Contractor will be compensated at the quoted hourly rate for the time the relief guard is providing coverage in the absence of the primary guard.

Note: Relief will be provided by the regional manager/supervisor at front desk and/or main gate as necessary (this will be discussed with the Contractor). The Contractor shall maintain a log of all foot patrol check points as performed.

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

October 2, 2007

CHANGE NOTICE NO. 1
TO
CONTRACT NO. 071B7200231
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Intercept Security 15621 South Chandler Road East Lansing, MI 48823 <p style="text-align: right;">Interceptsecurity@netzero.com</p>	TELEPHONE (517) 641-6731 Ron Golota
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-1145 Lymon Hunter
Contract Compliance Inspector: See Section 2.003 <p style="text-align: center;">Armed Security Guard Services – Multiple Locations – DMVA</p>	
CONTRACT PERIOD: From: May 1, 2007 To: September 30, 2011	
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, this Contract is hereby **INCREASED** by \$13,917.39 per the attached pricing summary page. **NOTE:** Buyer is changed to Lymon Hunter (517) 241-1145. All other terms, conditions, specifications, and pricing remain unchanged.

AUTHORITY/REASON:

Per agency request (PRF dated 9/25/07) and DMB/Purchasing Operations' approval.

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$5,806,664.08

DMVA MURC/JFHQ/CSMS

Item	Unit	Position	Bill Rate per Hour	Total # of Hrs for 1 Yr	Total Cost (rate x # of hours)
1	EA	Armed Guard(s) Main Gate	\$16.13	6,240	\$100,651.20
1a	EA	Armed Guard(s) Main Gate 12 Estimated Weekends	\$16.13	576	\$9,290.88
2	EA	Random Sweep per occurrence	\$19.51	365	\$7,121.15
SUBTOTAL:					\$117,063.23
4 YEAR TOTAL:					\$468,252.92

Duties specific to the DMVA MURC/JFHQ/CSMS Include:

1. Multi Unit Readiness Center (MURC) Main Gate – provide main gate access and foot patrol in and around building complex – two (2) armed employees: each shift, 6:00 am to 6:00 pm per day, (15 minute shift change required), five (5) days per week (Monday through Friday excluding Federal Holidays), 52 weeks per year (6,240 estimated hours per year), with a half hour paid lunch to be taken on premises. In addition, 12 estimated weekends per year (576 estimated hours) one (1) weekend per month; schedule to be given to Contractor, with the potential to increase to 24 weekends per year upon notice to Contractor). Total estimated hours of coverage at MURC Main Gate = 6,816 hours per year x four (4) years = 27,264 total estimated hours.
2. MURC/JFHQ/CSMS Random Sweep – to be conducted between the hours of 10:00 pm and 2:00 am, seven (7) days per week, 365 days a year. Patrol grounds checking external windows, doors and gates. Buildings must be entered to check/secure all windows and doors manually or with computer security system. All details must be logged. Report any crime in progress to Lansing Police Department and DMVA representative. Observe for fire and if exists, contact fire department and MURC/JFHQ/CSMS representative.

The CCI or designee may give additional written or oral instructions. Radios at this site will be provided.

Wages

Starting wage shall be paid no less than **\$12.00** per hour* for an armed guard.

* Newly assigned personnel shall be paid no less than **\$10.00 per hour** for a probationary time of 3 months. After 3 months, he / she shall be paid at the starting wage for their position. This requirement may be waived if proof of required training and experience is provided.

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 20, 2007

NOTICE
TO
CONTRACT NO. 071B7200231
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Intercept Security 15621 South Chandler Road East Lansing, MI 48823 <p style="text-align: right;">Interceptsecurity@netzero.com</p>	TELEPHONE (517) 641-6731 Ron Golota
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-3768 Lance Kingsbury
Contract Compliance Inspector: See Section 2.003 <p style="text-align: center;">Armed Security Guard Services – Multiple Locations – DMVA</p>	
CONTRACT PERIOD: From: May 1, 2007 To: September 30, 2011	
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 #071I6200319, this Contract Agreement and the vendor's quote dated 01/05/07. 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: \$5,792,746.69



**STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET—PURCHASING OPERATIONS
Contract No. 071B7200231**

ARMED SECURITY GUARD SERVICES – REGION 7

CONTRACT LOCATIONS:

**CAMP GRAYLING
GRAND LEDGE ARMY AVIATION
LANSING JFHQ INSTALLATION**



**Armed Security Guard Services
Region 7**

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Article1 – Statement of Work (SOW)

1.0 Introduction

1.001 Project Request

This Contract is for armed security guard services at the following locations: Camp Grayling, Grand Ledge Army Aviation, Lansing RFSC, Lansing USPFO/Logistics, and MURC/JFHQ/CSMS.

1.002 Project Background - RESERVED

1.1 Scope of Work and Deliverables

1.101 In-Scope

The Contractor shall provide all personnel, equipment, tools, materials, supervision and other items and services necessary to perform the services as described in the specifications herein.

1.102 Out-Of-Scope

The following tasks are **considered out-of-scope** for this Contract (unless otherwise stated as a requirement on the Location Specification Sheet(s) (LSS)):

- Performance of personal chores for anyone (i.e., porter or courier service);
- Providing of transportation for agency staff or visitors (i.e., chauffeur service);
- Courier / Porter Services

1.103 Environment

The services requested are identified herein and during the hours specified in the LSS and by the Contract Compliance Inspector (CCI).

All work shall be done in accordance with all regulations governing the state agency wherein the work is to be performed and with minimum possible interference with the proper functioning of the activities of that state agency. Supplies, materials, equipment, etc. shall be confined so as not to unduly encumber the premises.

1.104 Work and Deliverable

- A. The Contractor, through innovation, technology or other means, shall perform and provide the required services and staff to complete the frequencies determined by the State and otherwise do all things necessary for, or incidental, to the performance of work. Compliance will be based on the State's overall evaluation and interpretation in accordance with method of performance, frequencies and method of performance, as set forth in this document.
- B. The Contractor shall provide all services and related items and services necessary for, or incidental, to the performance of work in accordance with this contract, including, but not limited to:
 1. All personnel;
 2. Equipment;
 3. Tools;
 4. Supplies;
 5. Materials;
 6. Training; and
 7. Supervision of Staff.
- C. The Contractor shall provide services at the locations described on the LLS's and/or directed by the CCI.



1.105 Specifications

The Contractor must be able to provide appropriate staff to properly service the requirements of this Contract.

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/or all who enter the installation and property from harassment, injury, damage or theft and take appropriate action as specified by each DMVA installation requirements as specified.

Operating Provisions

Failure to carry out these orders shall be considered a violation of this Contract. In addition, orders may change accordingly depending on the level of security threat at each DMVA location. It will be the responsibility of the supervisor to assure guards are properly notified of specific orders and any changes accordingly. Security guards shall:

- a. Show respect and courtesy to all persons on all occasions.
- b. Refer inquiries to appropriate location.
- c. Be sufficiently knowledgeable regarding building operations to perform their assigned duties.
- d. Dispose of waste so as not to create custodial chores for others.
- e. Each security officer shall provide a completed daily log and incident report.
- f. Exclude non-employees from employees' areas except on explicit instructions of the CCI. Guards shall be properly trained to question and, when necessary, detain persons gaining unauthorized access to areas and the installation and to properly notify proper authorities
- g. Report all incidents immediately to the CCI and follow up with a written report by the end of the officer's shift.
- h. **NOT** visit or fraternize with agency staff, clients, other tenants, or visitors to the building.
- i. **NOT** perform personal chores for anyone.
- j. **NOT** assemble with other security guards on duty except as required or related to an emergency.
- k. **NOT** smoke while on duty.
- l. **NOT** depart from duty station until relieved.
- m. **NOT** do any of the following while on duty:
 - 1) Read newspapers, magazines, books, or other matter other than State or Contractor issued directives.
 - 2) Use any musical instrument.
 - 3) Have pets at work.
 - 4) Consume alcoholic beverages, narcotics, or be under their influence when reporting for or while on duty.
 - 5) Have relatives or personal visitors.
 - 6) Sleep or give the appearance thereof.
 - 7) Consume food or beverages in public view.
 - 8) Play radios or televisions.
 - 9) Use space heaters or other electrical appliances.
- n. **NOT** initiate or receive personal telephone calls on agency telephones. The Contractor shall be responsible for all unauthorized telephone calls placed on State telephones/lines.
- o. **NOT** wear sunglasses except outdoors, as necessary. Sunglasses must be conservative and non-reflective while on post at the Main Gate and/or on patrols.

The designated DMVA representative may give additional written or oral instructions.

Qualifications

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

- a. Understand and carry out oral and written instructions.
- b. Instruct others on necessary rules, duties, and functions.
- c. Recognize dangerous conditions about building and grounds and respond as necessary.
- d. Meet and deal courteously, diligently, and effectively with the public.
- e. Have knowledge of safety precautions and of fire prevention methods.
- f. Prepare clear, concise, complete, and true written reports.



- g. Walk, stand, run, and climb over prolonged periods of time so that guard personnel can perform the tasks detailed in the specifications.
- h. Perform hand-to-hand personal defense so that guard personnel can perform the tasks detailed in the specifications.
- i. Remain alert, even tempered, and exercise good judgment.
- j. Read and understand regulations, detailed written orders, and training materials.
- k. Determines the identity and business of visitors, tenants, and base personnel.
- l. Maintain the integrity and confidentiality of the tour of duty.
- m. Skilled in the proper, and safe, use of firearms.
- n. Keep a critical eye to safe-guard persons and property.
- o. Summon telephonically emergency fire/ambulance/medical assistance when necessary.
- p. Use government property including keys entrusted to his/her responsibility.
- q. See with normal color vision to distinguish color-coded entry media.
- r. Complete all necessary forms provided by the State.
- s. Initiate and render first assistance in first aid to members, employees, volunteers, and visitors in situations of emergency, injury, or illness. Personnel assigned to this facility must be CPR and First Aid Certified prior to the commencement of employment at these locations. CPR and First Aid training (both initial and re-certifications) shall be at no cost to the employee.
- t. Be competent in the handling and use of firearms.
- u. Must be able to solve problems and de-escalate situations in a non-confrontational manner.
- v. Must possess the ability to perform basic mathematical calculations, such as addition, subtraction, multiplication, and division at a minimum.
- w. Must be drug free and remain so for the entire life of this Contract while working as a security guard at any DOD facility.
- x. Must meet all requirements of the Lautenberg Amendment (see below).

Minimum Guard Requirements

Contractor guards shall meet all pre-employment requirements prior to assuming government posting duties. Contractor will ensure that all guards meet the following qualifications prior to posting:

- Civilian or military law enforcement/security experience (preferred).
- Be a citizen of the United States.
- Be at least 21 years of age.
- Speak, read, write, and understand English.
- Be drug free and remain drug free for the duration of this Contract.
- Have knowledge of procedures on use of wire and radio communications and report writing.
- Be a high school graduate or possess a Graduate Equivalency Degree (GED) equivalent.
- Possess a valid Michigan driver's license or ID.
- Possess a state-issued security guard license and weapons permit (in jurisdictions where such licenses or permits are available)

Lautenberg Amendment

Persons who are prohibited by 18 U.S.C. 922(d) (9) and (g) (9), Lautenberg Amendment, from possessing firearms cannot be employed under this Contract. This includes persons who have been convicted of or charged with any felony, or have been convicted of a misdemeanor crime of domestic violence, or who are subject to a court order that restrains the person from harassing, stalking, or threatening. Further, the Contractor must present to the CCI any known evidence of criminal misconduct by a prospective or current employee. The CCI, in his sole discretion, will determine whether such misconduct is a disqualification from employment. Personnel currently employed who are formally charged with a criminal act (to include domestic abuse) shall be suspended from work pending the outcome of such charges.

Contractor will brief each employee on the Lautenberg Amendment and complete a DD Form 2760 on each employee. The briefing and Form must be completed before that employee receives government provided training and annually thereafter. Contractor will provide the Chief, Security Forces or designee documentation of all initial and annual briefings.



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.

Educational Requirements

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.

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.

Uniform Requirements

Contract guards located at Camp Grayling Training Center shall wear a consistent uniform comprised of a navy blue BDU style (poly/cotton twill) Fatigue. Employees regularly scheduled 24 hours and less be issued one (1) long sleeve and one (1) short sleeve, Employees regularly scheduled for 24-32 hours be issued two (2) long sleeve and one (1) short sleeve, Employees regularly scheduled for 32-40 hours be issued two (2) long sleeve and two (2) short sleeve shirts. When uniforms become faded, the uniform will be replaced by the Contractor at no cost to the employee. T-Shirts shall be dark in color. No ornamentation; specifically, political buttons, tags, union badges, etc., which are not related to the performance of security work shall be worn by guard personnel. Badge and all insignias shall be cloth. Hats shall be navy blue baseball caps for summer and a black watchman caps (black knit hat) for winter. 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. During warm temperatures, indoors or outdoors, security guards shall not roll up long-sleeve shirts. Short-sleeve shirts in warmer temperatures and removal of the cap or hat when seated are optional. Shoes shall be an eight (8) inch black boot which is "combat style" and bloused. The contractor shall supply navy blue water-resistant all season jackets to each guard.

The Contractor shall supply all weather gear (raincoat and overcoat) to each location for the use of the security guards for exterior patrolling.

Guards shall not be required to pay for their uniforms including winter weight coats or incur a payroll deduction for their issued uniforms. Note: Contractor may obtain a 100% reimbursement for new uniforms from guards who leave their employment within 30 days of hire. In addition, Contractor may obtain a 50% reimbursement for new uniforms for guards who leave their employment within 60 days of hire.

Contractor will be required to provide guards boots; however, the Contractor may create a voucher or reimbursement program so that guards may locally purchase boots accordingly.

Any deviations from uniform requirements listed above, must be requested to the State by the Contractor in writing. The Contractor must present the request to the Michigan DMVA) for approval prior to implementation of any changes to this Contract.

Standards of Appearance

Contract employees' appearance will be neat, fit, well groomed, and present a professional image. Employees may not be overweight to the extent that a professional image is not maintained. Also, but not limited to the following:



- Contract employees may not have any intentional body alteration/modification that results in a visible, physical effect that detracts from a professional image.
- Contract employees may not have visible tattoos that are obscene, gang affiliated, advocate sexual, racial, ethnic, or religious discrimination or are of an unprofessional nature. Contractor guards may not have any visible brands.
- Contract employees are prohibited from attaching, affixing, or displaying (body piercing) objects, articles, jewelry or ornamentation to or through the ear, nose, tongue or any exposed body part. EXCEPTION: Women may wear one (1) matching pair of earrings: one (1) small conservative earring per earlobe that fit tightly without extending below the earlobe.
- The Contractor shall coordinate with the local Security Forces leadership to determine what presents a professional image. Contractor guards will wear uniform work clothing with Contractor insignia clearly displayed on the outer uniform garment, above the waist. Unauthorized insignia or accoutrements will not be worn with, or on, uniform work clothing. Uniform work clothing will be clean and in well-pressed condition at all times. Footwear will be polished at all times. The Contractor will be required to immediately replace any guards who fail to meet these specified uniform requirements.

Guard Equipment

The Contractor shall guarantee that each security guard shall possess, at all times, on his/her person:

- a. One (1) current picture identification card no more than two (2) years old and expiration date signifying that the security guard is employed by the Contractor. The ID card shall be worn clipped to the outer duty uniform at all times, if required.
- b. Cloth nameplate with legible quarter ($\frac{1}{4}$) inch letters, of uniform size and color, 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.
- e. Police equipment (Sam Browne or equivalent) belt, black leather or black nylon webbing, with four (4) keepers. Such belt shall be a standard two and a quarter ($2\frac{1}{4}$) inch sturdy belt capable of bearing the load of a revolver with a holster, an ammunition or speed-loader carrier with 12 rounds of duty ammunition, handcuffs with a case, nylon rubber glove case, and a radio with case.
Note: Front closure on the equipment belt may be visible hardware, concealed hooks, or Velcro (or other similar fastener). A minimum of four (4) belt keepers shall be used to stabilize the equipment belt to the inner trouser belt. Keepers are not required if the equipment belt is completely lined with a "hook & eye" fastener. Hardware on keepers (if any) must match the hardware on the equipment front closure (if any).
- f. Holster specifically designated for the size (frame and barrel length) revolver carried by the guard. Any style holster is acceptable providing it is safe (able to hold the weapon securely and is serviceable); except that mechanical clamshell holsters and full flap holsters are prohibited.
- g. Handcuffs, steel, Smith and Wesson, Peerless, or equivalent. If the contractor equips the employees with high-security lock handcuffs (those using other than a standard male handcuff key), the contractor shall provide an extra key to the Base Chief of Police or designated representative.
- h. Revolver - Double action, four (4) inch barrel, 38 special caliber. Approved manufacturers: Colt, Ruger, or Smith & Wesson. Each guard shall be issued and use the same make, model, and caliber of revolver or 9mm Beretta Model, M9 semi-automatic handgun (commercial variant without attachments such as laser sights), or equal in performance of this Contract. The salient characteristic of an equivalent is the pistol's ability to accept an ammunition magazine used in the Beretta Model M9. The contractor will obtain Government approval for any equivalent before this Contract is implemented.
- i. Eighteen rounds of duty ammunition which shall be conventional, factory loaded cartridges of appropriate (proper) caliber for the revolver being used.
- j. Non Lethal Weapons – expandable baton (Monadnock brand) and case and OC Pepper Spray and case. The Contractor shall provide the initial and annual training.
- k. Maintenance shall be covered by the Contractor for weapons which are supplied to their personnel.
- l. All weapons shall be maintained in a serviceable condition.
- m. Registration, licensing, and liability costs and responsibilities will be covered by the contractor for the weapons used by the contract security guards.

Arming of Contract security employees will be in accordance with all State and Federal statutes and also to include *Army Regulation 190-56*. Each guard shall comply with State of Michigan's Concealed Weapons Laws.

Contractor Equipment

The Contractor shall:

- a. Supply portable land radios (one (1) radio for each guard on duty and one (1) radio for each Contractor supplied vehicle) that are comparable to the Host security Net at the Base being serviced. Radios shall have two (2) channels. Also, a portable hand-held unit can be used in the vehicle instead of a vehicle mounted radio. 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. Note: Radios are not required at the Headquarters or at Fort Custer. However, bidder shall refer to the attached pricing sheets for details as to the requirements for communication equipment accordingly.
- 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.

NOTE: If applicable, the designated supervisor/lead worker may be required to carry a cellular telephone at all times while on/off duty.

- c. Supply at least three (3) operable 3-cell D-type battery flashlights with batteries or rechargeable batteries with charger.
- d. Guarantee that security guards carry only authorized weapons.

Base Equipment

The agency, or its agent, shall issue/provide:

- a. Security training upon the assignment of the Contractor's personnel. Instruction will be presented in four distinct main phases of orientation:
 1. Training Center Geography;
 2. Training Center Security Police Administrative Procedures and Form Completion;
 3. Use of Force and Restraint Policy.
 4. Security Police Operating Instructions.
- b. The Training Center will continue a program of on-the-job training to the Contract security employees. Training topics will include the following:
 1. Unit mission, as applicable to their duties.
 2. Use and care of security facilities and equipment.
 3. Duties and procedures outlined in the Resource Protection Plan, and other plans published by the Training Center.
 4. Authority and area of jurisdiction to include the Use of Force.
 5. Memorandums of Understanding, or assistance agreements with supporting agencies.
 6. Briefing on the total job duties to include all procedures within any tour of duty.
 7. Driver training.
 8. Safety.
 9. Remedial training.
 10. Exercise and emergency action procedures.
- c. Program of Instruction (POI) will be provided to Contractor by the CCI. Updates will be provided to the Contractor if/when the course content is revised.
- d. Contractor will be permitted to have its management/supervisory personnel (those not performing under this Contract) in attendance at such training sessions; however, this will be a non-billable time, subject to space availability at the training, and the necessity to effect prior coordination with the Training Center Commander at Army National Guard Facilities, or their designated representative.
- e. Completion of the total worksite-training program is required in order for a Contractor employee to be acceptable for continued service under this Contract. A Contract employee who fails to complete the total worksite-training program will be declared incompetent and the Contractor will be directed to remove the employee from the worksite.



- f. Periodic revisions of policies and procedures will require updating of training. Additional and/or revised training will be provided on billable time. The Contractor's security employees will be required to satisfactorily complete any such training sessions.

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 CCI or Designee. Contractor shall provide the CCI or Designee with a 12 month meeting schedule within two (2) weeks after Contract start date. Contractor shall respond within eight (8) hours of request from CCI 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 CCI.
- b. The contractor shall designate one (1) of the guards as a lead worker or supervisor with respect to the other guard(s). Such lead worker and/or supervisor shall be compensated by Contractor at an increased hourly rate commensurate with the extra responsibility.
- c. Provide another trained security guard, while in the line of duty and/or result of same, when a guard 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 CCI, 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 DMB, purchasing operations, 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 this Contract, to the DMVA CCI and DMB, Purchasing Operations. In addition, packages provided shall include results of pre-employment drug testing performed by an accredited drug testing facility (verification can be on the testing facility letterhead with a statement of the employees name and drug free status) showing verification all guards are drug free.
- 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 CCI. In addition, the CCI shall also be provided the results of pre-employment drug testing (verification can be provided on testing facilities letterhead with a statement of employees name and drug free status).
- g. DMVA and/or DMB, Purchasing Operations reserves the right to meet with potential security officers and/or security supervisors prior to their assignment at any DMVA location.
- h. DMVA reserves the right to conduct a back-ground investigation on potential security officers and/or security supervisors prior to their assignment at a DMVA location. In addition, DMVA reserves the right to conduct additional back-ground investigation(s) on security officers and/or supervisors during the course of this Contract as deemed necessary by DMVA. The agency reserves the right to accept, reject, or have replaced a given guard based on the information available. Name, driver's license number, and date of birth shall be provided for guard or supervisor.
- i. Replace any employee immediately upon notification, by Michigan State Police or Consumer & Industry Services, that a criminal history exists. Thereby disqualifying employee from employment based on the requirements of Act 330 PA 1968. Such employee may not be reassigned to any State location.
- j. Maintain copies of each guard's application and investigative reports and provide a training package for each guard as described in this Contract. Each guard must present a training package to the DMVA CCI prior to starting work at the facility. The agency reserves the right to accept or reject a given guard based on the information available.
- k. The Contractor shall certify in writing to the on-site CCI, 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 DMVA CCI 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.

- i. 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.
- m. The security supervisor shall be responsible for training all on-site personnel in the proper use of the emergency procedure manual at each location. 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 CCI

Security Guard Duties

The security guards shall:

- a. Report to the CCI who shall have immediate supervision over this Contract. 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. Report and log all events, incidents, found articles, and hazardous conditions in writing (in DA Form 1594, Daily Staff Journal). 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.
- 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 (i.e. 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 CCI 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. When guard services are provided during non-office hours, employees entering the premises 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. Initiate and render first assistance in first aid to members, employees, volunteers and visitors in situations of emergency, injury, or illness. Personnel assigned to this facility must be CPR and first aid certified.
- l. Acknowledge, respond, and take appropriate actions to all IDS alarms.
- m. Be knowledgeable to all Physical Security levels and be able to implement the required tasks as necessary.
- n. At DMVA installations where roving patrol is required, whether on foot or in vehicle, the Contractor shall keep a daily log of the date, time, and noting any items of interest during check points while on patrol. Anything appearing out of the ordinary and/or suspicious shall be reported immediately to the CCI. If roving patrol is performed by vehicle, Contractor must keep a daily mileage log showing the number of miles covered during each roaming patrol. These reports shall be provided to the CCI at a specified time on a regular basis or upon request.

Contractor Vehicles

At DMVA Locations where roving patrol and/or vehicles are required, Contractor shall provide one (1) patrol vehicle for full Contract performance to include shift relief/breaks, Post Associated Time (PAT), timely transport of employees to and from any location in the performance of duty, and accomplishment of assigned additional duties as well as patrolling.



The required type of vehicle is a 4x4 SUV (4 door) or Quad Cab Pick-up with covered bed, dark in color, capable of carrying a minimum of 4 people with associated gear. The vehicle will be at least a 2005 with no more than 10,000 miles at the start of this Contract. Vehicle must be sufficient to meet all safety requirements and passenger limitations. Contractor provided vehicles must be clearly marked as such, meeting Government approval prior to use. Only clearly marked Contractor owned or leased vehicles, no "privately owned vehicles" (POVs) owned by individual employees, will be used to perform any services required by this task order. In addition, the Contractor shall have a back up vehicle meeting the same requirement as the primary when the primary vehicle is out of service. The back up vehicle will need to be on site within 4 hours of request. Contractor may opt to leave vehicle on the installation.

The vehicle shall be equipped with a minimum of one (1) amber light and a Public Address (PA) system. The vehicle shall also be equipped with a two (2)-way vehicle mounted radio which is capable of communicating with the site radios. The radio will need to be programmed to frequencies provided by the military. Radios must be capable of programming PL (private line) codes. In addition, the vehicle will be equipped with a shotgun rack to secure the weapon.

The Contractor shall be responsible for licenses, insurances, maintenance, repair, and fuel for the vehicle. In addition, the Contractor shall provide a comparable replacement vehicle in the event the primary vehicle is not operational (i.e. repair, maintenance, etc.). If the vehicle becomes damaged or disabled, the Contractor will remove the vehicle from the installation within 72 hours, until it can be returned to service.

Vehicle markings will adhere to Army and/or Air Force specifications. Deviations must be reviewed by SFS/SFM.

Contractor's primary vehicle will remain at the Base for applicable patrol use and posting to support mission requirements.

- a. If applicable, Contract security employees may be required at times use Government Vehicles in the performance of their duties. **Damage to government vehicles by Contract employees will be the responsibility of the Contractor.** The installation vehicle maintenance will obtain three (3) estimates for all vehicle damage. The total cost of repair shall be reimbursed to the Government as a Claim against the Contractor and the Contractor will contact the CCI directly to settle any repair costs to the satisfaction of the government. Vehicles shall be inspected for damage at the beginning and end of each shift. Any noted damaged will be immediately reported to the Contractor site manager for an investigation.
- b. Contract security vehicle shall be used by government personnel in the performance of their duties when required, if necessary.

Training

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. A representative from the agency may attend training sessions at their discretion. All security guards shall have a minimum of 24 hours classroom training prior to providing security at this location. Guards shall be compensated for training at the wages stipulated in this Contract. Classroom training shall include, but not be limited to, the following subjects:

- a. 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



- b. Defensive Tactics - MINIMUM 8 HOURS
 - Self-defense
 - Correct use of restraining devices
 - Pressure point training
 - Verbal/Sensitivity training
- c. 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.
- d. Additionally, no less 24 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 (b-c) 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.

The Contractor shall allow security guards to participate in special training programs which may be offered by the department, during normal work hours.

The Contractor is encouraged to participate in maintenance training of the above requirements (b-d) on an annual basis.

In addition to the above training, all security guards assigned to this location shall be trained in the use of firearms by an instructor certified by the Michigan Commission on Law Enforcement Standards (MCOLES), National Rifle Association (NRA) or other organization that certifies Firearm Training Instructors. The training shall (at a minimum) encompass the following topics:

- A. Revolver Knowledge
- B. Safe Gun Handling
- C. Ammunition Knowledge
- D. Army National Guard Bases. Fundamentals of Revolver Shooting which shall include live fire exercise consisting of the Army Qualification course of 60 rounds (20 to zero target / 40 to qualify). Contractor shall provide agency with a completed DA Form 88, Combat Pistol Qualification Course Scorecard (blank copies of this will be provided by the agency). See Appendix B.
- E. Firearms and the Law

The live fire exercise detailed in item D (above) shall be conducted a minimum of once per year as part of the proficiency and re-qualification process.

Arming of Contract security employees will be in accordance with all State and Federal statutes pertaining to firearms. This includes *Army Regulation 190-56*. The Contractor shall obtain DMVA approval for any equivalent before this Contract starts.

Guards must comply with the State of Michigan Concealed Weapons Laws. In addition, all guards assigned to these locations shall sign a "local use of force policy statement" policy letter on a semi-annual basis.

A training package shall be maintained and provided, within 24 hours of request from the CCI/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 DMB, Purchasing Operations.
2. Copy of a valid driver's license.
3. Sufficient resume and/or detailed information about named guard to show evidence of compliance with educational and physical requirements of this Contract.
4. Documentation substantiating that guard personnel met the firearm training requirements and re-qualification Contractor's firearm instructor is certified by the Michigan Council on Law Enforcement Standards (MCOLES), National Rifle Association (NRA) or an approved organization that certifies Firearm Training Instructors shall be submitted with Appendix A and upon request from the State.
5. List of classes taken by the employee, together with the dates of completion of each subject covered in the training provided by the Contractor, and names of instructors providing that training, showing fulfillment of training requirements.
6. Any other information considered pertinent to an armed security guard position. (For example: Any law enforcement training, hazardous material handling, first responder training, homeland security training, first aid training, etc. This information should include the dates of training, certificates, etc.).
7. Guard identification card, together with a schedule for the completion of the required on-the-job training.

NOTE: DMVA on site CCI will retain copies of each assigned guard's training package on file at the DMVA location; so that verification of specification compliance is available to any State inspector at whatever time an unscheduled inspection may be required by DMB, Purchasing Operations, Department of Consumer & Industry Services, or any other State/Federal Auditor(s).

1.2 Roles and Responsibilities

1.201 Contractor Roles & Responsibilities

A. PERSONNEL

1. The State reserves the right to approve personnel for this project and to require replacement of personnel found to be unacceptable at any time during the project. (See §2.040).
2. Contractor shall be responsible for repair, replacement or cleanup as necessary due to carelessness or negligence on the part of the contractor and its personnel.

B. SUPERVISION

Contractor shall provide all supervision as may be necessary to oversee its personnel:

1. Contractor shall exercise all supervisory control and general control over all day-to-day operations of his/her employees, including control over all workers duties. At the conclusion of each service, the Contractor shall inspect the facility for completion and performance quality of the required services. The Contractor shall also be responsible for payment of all wages to employees, taxes and fringe benefits, sick leave, pension benefits, vacations, medical benefits, life insurance or unemployment compensation or the like. The Contractor shall discipline his/her employees, as needed, including firing and hiring.
2. Contractor must maintain a secure environment while servicing the facility. The Contractor shall comply with all security regulations and special working conditions as required by the agency:
 - No one is allowed into the facility other than those individuals responsible for performing services.
 - In locations that include a security alarm system, Contractor must also properly set the security alarm when leaving (if applicable).
 - Failure to maintain a secure environment and set the security alarm (where applicable) will result in issuance of a complaint and possible cancellation of this Contract.
 - Any cost incurred from a security service or local police for false alarms caused by failure of the Contractor to properly set the security alarm will be the responsibility of the Contractor.



3. In addition, should this Contract be cancelled for failure to lock the building, or properly set the security alarm, the cost of changing the building locks and re-coding the security alarm, if applicable, will be charged to the Contractor. These costs may be deducted from the monthly payment due the Contractor.
4. The agency CCI may require that Contractor immediately remove any contractual employee(s) from the agency's premises for just cause. The Contractor will assume any and all responsibilities relating to this removal. Any employee so removed may not be placed in another state agency.
5. The agency CCI shall make final determination of a contractual employee's suitability for assignment to a specific location. Problems of this nature will be addressed with the Contractor's management.

1.202 State Staff Roles & Responsibilities

CCI or agency / departmental designee shall:

- A. Complete assignments related to this Contract implementation.
- B. Shall provide the Contractor the general and specific orders detailing these services at each Contracted location. 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.
- C. Give additional written or oral instructions to clarify the desired performance as is determined by the State to be needed.
- D. Provide necessary, registered and returnable keys for the Contractor's entrance to areas of the buildings necessary for the completion of described work in this Contract (Contractor must not duplicate any such keys).
- E. All reporting forms as necessary, for the Contract locations.
- F. Lighting, sanitary facilities, and necessary telephone communications. **NOTE:** Contractor shall reimburse the State for all personal call expenses incurred by their employees.
- G. Names and telephone numbers of authorized personnel, including police, fire, etc., to be notified in the event of mechanical failure or emergencies.
- H. Designation of an on-site CCI for the day to day administration of the services provided under this Contract.
- I. The CCI 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.
- J. In the event that the Contractor has issues that need to be discussed with DMVA, the designated CCI will meet with the Contractor within three (3) days of request.
- K. Training shall be provided by the designated CCI, 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 CCI's discretion. DMVA 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.



1.203 Contract Implementation Period / Transition / Orientation

The State CCI will administer this Contract on a day-to-day basis during the term of this Contract. However, administration of this Contract implies no authority to change, modify, clarify, amend, or otherwise alter the terms, conditions and specification of this Contract. That authority is retained by the DMB – Purchasing Operations.

Before commencement of work by a new Contractor, the State CCI will:

- A. Schedule a meeting with the Contractor to talk about these Contract specifications and answer any questions the Contractor may have.
- B. Walk-through the facility/area with the Contractor to point out where any alarms and/or any other specifics of the building and/or area to be serviced.
- C. Contractor must provide name(s) of staff authorized to be at the building and telephone numbers of any supervisors, if other than the Contractor.
- D. Exchange emergency telephone numbers where the Contractor can be reached, day or night, and where the CCI can be reached.
- E. List of supplies and MSDS must be obtained. You may also request to see the products you are not responsible for.
- F. Do LEIN checks if necessary. See this Contract for information required for lien checks.
- G. Once the new Contractor has begun the work, the CCI shall:
 - 1. Provide written correspondence and feedback to the Contractor after each service. The Contractor must be informed of any deficiencies and allowed time to correct the deficiencies. If deficiencies continue, a formal Complaint to Vendor or Vendor Performance report will be filed.
 - 2. Inform Contractor where to forward invoices for immediate processing and payment.
 - 3. Be available to answer questions from the Contractor. Feedback (communication) is critical.

1.204 Other Roles & Responsibilities - RESERVED

1.3 Project Plan

1.301 Project Plan Management

- A. For each location, a project work plan for managing implementation of the services shall be specified and submitted to the CCI for review and approval.
- B. Project management plan shall identify methods, tools and processes proposed to oversee the project, address issues and changes as may arise, and keep the appropriate parties apprised of progress.
- C. Contractor will carry out this project under the direction and control of the specified CCI for the respective locations where services are to be performed.
- D. Contractor shall meet with the CCI and other agency or departmental project-leads, on a basis to be established by CCI and Contractor, but shall meet quarterly, at a minimum, for the purpose of reviewing progress and providing necessary guidance to the Contractor in solving problems that arise, as well as continuously communicate with the agency/departmental project-lead.
- E. Contractor's Work Plan, which must be approved prior to commencement of work, must include the following:



1. SCHEDULE OF OPERATIONS - personnel expected to complete work on this Contract.
2. Name(s) of supervisors – 24-hour contact telephone numbers and best contact times.
3. Equipment failure **WILL NOT** constitute an acceptable reason for failure to provide service. Adjustments to providing this service, including any weather-related deviations, must be approved by the CCI or designated representative.
4. Any misrepresentation by the Contractor of its ability to perform the work described in this Contract will be grounds for immediate termination. In such case, this Contract will be awarded to the next best-valued bidder who can demonstrate the ability to perform the work.

1.4 Project Management

1.401 Issue Management, Inspection and Correction of Deficiencies

- A. Agency/Departmental Compliance Inspector (CCI) will conduct inspections for all specifications identified in this Contract and will provide performance evaluations to the Contractor noting deficiencies in the contract specifications. The CCI (or his/her appointed representative) shall make the final determination as to whether any task has been satisfactorily performed.
- B. CCI will also maintain a record comprised of complaints from agency or departmental staff and provide record of this to the Contractor at the beginning of each service; this record will identify the areas requiring special attention on that day, which must to be completed by Contractor within eight (8) hours of its receipt.
- C. Contractor must remain responsible to make any necessary changes if the CCI determines that any task has not been performed adequately or satisfactorily. Contractor must correct the deficiency within 24 hours from notice of the deficiency, or sooner depending on the severity of the task.
- D. Should the Contractor fail to correct specification deficiencies, a Complaint to Vendor (Vendor Performance form) will be filed by the CCI. Repeated failure to correct specification deficiencies resulting in issuance of subsequent Complaint to Vendor (Vendor Performance form) may result in cancellation of this Contract and/or the assessment of liquidated damages as defined in Section 2.073 by Purchasing Operations.
- E. When issues or discrepancies against the specifications and terms of this Contract occur, the CCI or Designee 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 Contractor performance documentation in MAIN (the State's central accounting system) to be submitted to the buyer at DMB, Purchasing Operations to record relevant performance activities. If issues are not resolved in the designated time, the CCI or Designee will follow their agency's procedures for Contractor performance resolution.

1.402 Risk Management - RESERVED

1.403 Change Management

- A. If a proposed Contract change is requested by the CCI and approved by the agency purchasing/procurement office, then the request for change will be submitted to the Department of Management and Budget, Purchasing Operations Buyer, who will then make recommendations to the Director of Purchasing Operations regarding ultimate approval/disapproval of change request.
- B. If the DMB Purchasing Administration Director agrees with the proposed modification, and all required approvals are obtained (including State Administrative Board), the assigned Buyer will issue an addendum to this Contract, via a Contract Change Notice.
- C. Contractors who provide products or services prior to the issuance of a Contract Change Notice by DMB Purchasing Operations, risk non-payment for the out-of-scope/pricing products and/or services.

**1.404 Proposal Pricing - RESERVED****1.5 Compensation and Payment****1.501 Compensation and Payment****A. Payment / Reimbursement Method:**

Quantities specified are estimates based on prior purchases and the State is not obligated to purchase in these or any other quantities. Exact quantities are unknown, however, the Contractor will be required to furnish all such services as may be ordered during this Contract period.

In the event that additional service is required, the Contractor will be paid at the rate of one and one-half (1½) 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.

Contractor employees at each location shall be compensated at no less than one and one half (1½) times their hourly rate of pay on the following six holidays: New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day. This premium shall be incorporated into the Contractor's hourly bill rate (i.e. the State shall compensate the Contractor at the hourly bill rate specified on the Item Listing for these days).

Contractor 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 DMB, Purchasing Operations, the contractor shall submit to the appropriate buyer at DMB, Purchasing Operations, on a basis consistent with the armed guard(s) 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.

B. Payment/Invoice

Invoices shall be for actual hours of security service provided. Separate invoices shall be issued for each vehicle, 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.

Invoices shall be sent to the DMVA location where services are performed - attention of the CCI.

C. Quick / Prompt Payment Terms - RESERVED

**1.502 Price Term**

Prices quoted are the maximum for a period of 365 days from the date this Contract becomes effective.

The unit rate(s) quoted and established shall remain FIXED for the entire period of the Agreement, except as follows:

- a. Rate/prices are subject to change at the end of each 365-day period.
- b. Such changes shall be based on changes in actual costs for delivery of services.
- c. Documentation of such changes must be provided with the request for price change in order to substantiate any requested change.
- d. Purchasing Operations reserves the right to consider various pertinent information sources to evaluate price increase requests (such as CPI, PPI, and US City Average, as published by the US Department of Labor, Bureau of Labor Statistics).
- e. Purchasing Operations also reserves the right to consider other information related to special economic and/or industry market circumstances, when evaluating a price change request.
- f. Purchasing Operations reserves the right to deny a Contractor's request for a rate-change, and have the original, quoted rates remain in effect for the life of the Agreement.
- g. Changes may be either increase or decreases, and may be requested by either party.
- h. Approved changes shall be firm for the remainder of this Contract period unless further revised at the end of the next 365-day period.
- i. Requests for price changes shall be RECEIVED IN WRITING AT LEAST 60 days PRIOR TO THEIR EFFECTIVE DATE, and are subject to written acceptance and approval by the State before becoming effective.
- j. In the event new prices are not acceptable, this CONTRACT may be cancelled.
- k. The continued payment of any charges due after September 30th of any fiscal year will be subject to the availability of an appropriation for this purpose.



Article 2 – General Terms and Conditions

2.0 Contract Structure and Administration

2.001 Definitions

Capitalized terms used in this Contract (including its Attachments and Exhibits) shall have the meanings given below, unless the context requires otherwise:

- (a) "Days" means calendar days unless otherwise specified.
- (b) "24x7x365" means 24 hours a day, seven days a week, and 365 days a year (including the 366th day in a leap year).
- (c) "Additional Service" means any Services/Deliverables within the scope of the Contract, but not specifically provided under any Statement of Work, that once added will result in the need to provide the Contractor with additional consideration.
- (d) "Business Day," whether capitalized or not, shall mean any day other than a Saturday, Sunday or State-recognized legal holiday (as identified in the Collective Bargaining Agreement for State employees) from 8:00am EST through 5:00pm EST unless otherwise stated.
- (e) "Deliverable" means physical goods and/or commodities as required or identified by a Statement of Work
- (f) "Key Personnel" means any Personnel designated in **Article 1, Section 1.201** as Key Personnel.
- (g) "State Location" means any physical location where the State performs work. State Location may include state-owned, leased, or rented space.
- (h) "Subcontractor" means a company Contractor delegate's performance of a portion of the services to, but does not include independent contractors engaged by Contractor solely in a staff augmentation role.
- (i) "State" means the State of Michigan.
- (j) "Department" means the Department of Management and Budget of the State of Michigan.
- (k) "Director" means the State Purchasing Director.
- (l) "Agency" means the unit of State government covered by this Contract.
- (m) "Representative" means the person designated by the agency to coordinate and supervise the service.
- (n) "Contractor" means a person, firm or corporation agreeing to provide service(s).

2.002 Issuing Office

This Contract is issued by the Department of Management and Budget, Purchasing Operations (PO), for the Michigan Department of Military and Veteran's Affairs (DMVA). Where actions are a combination of those of Purchasing Operations and the State agencies, the authority will be known as the State. Information listed on the Location Specification Sheet(s) will be included as attachments with this Contract.

Purchasing Operations 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. **DMB-PO is the only State office authorized to change, modify, amend, alter or clarify the prices, specifications, terms and conditions of this Contract.** The Contract Administrator for this contract is:

Lance Kingsbury
Department of Management and Budget - Purchasing Operations
Mason Building—2nd Floor
P.O. Box 30026
Lansing, Michigan 48909
(517) 241-3768
kingsburyl@michigan.gov

**2.003 Contract Compliance Inspector (CCI)**

The person named below, or any other person so designated, be authorized to monitor and coordinate the activities for this Contract on a day-to-day basis during its term. However, monitoring of this Contract implies **no authority to change, modify, clarify, amend, or otherwise alter the prices, terms, conditions and specifications of such Contract as that authority is retained by the Office of Purchasing Operations.** The CCIs for this Contract are:

Camp Grayling:
1LT Ian Martin/Timothy Reinholz: 989.344.6154

Grand Ledge Army Aviation:
SFC Andrew Spagnuolo: 517.481.8966

Lansing JFHQ Installation
LTC Gregory Durkac: 517.481.8106

2.004 Project Manager - RESERVED**2.02 Contract Objectives/Scope/Background****2.021 Background - RESERVED****2.022 Purpose - RESERVED****2.023 Objectives and Scope - RESERVED****2.024 Interpretation - RESERVED****2.025 Form, Function and Utility**

If this Contract is for use of more than one (1) State agency and if the Deliverable/Service does not meet the form, function, and utility required by that State agency, that agency may, subject to State purchasing policies, procure the Deliverable/Service from another source.

2.03 Legal Effect and Term**2.031 Legal Effect**

Except as otherwise agreed in writing by the parties, the State assumes no liability for costs incurred by Contractor or payment under this Contract, until Contractor is notified in writing that this Contract (or Change Order) has been approved by the State Administrative Board (if required), approved and signed by all the parties, and a Purchase Order against this Contract has been issued.

2.032 Contract Term

The term of this Contract will be for approximately 54 months and will commence May 1, 2007 through September 30, 2011.

All outstanding Purchase Orders shall also expire upon the termination (cancellation for any of the reasons listed in 2.210) of this Contract, unless otherwise extended pursuant to this Contract. Absent an early termination for any reason, Purchase Orders issued but not expired, by the end of this Contract's stated term, will remain in effect for the balance of the fiscal year for which they were issued.

2.033 Renewal(s)

This Contract may be renewed in writing by mutual agreement of the parties not less than 30 days before its expiration.



2.04 Contractor Personnel

2.041 Contractor Personnel

Personnel Qualifications: All persons assigned by the Contractor to the performance of Services under this Contract shall be employees of Contractor or its majority-owned (directly or indirectly, at any tier) subsidiaries (or a State-approved Subcontractor) and shall be fully qualified to perform the work assigned to them. Contractor shall include a similar provision in any subcontract entered into with a Subcontractor. For the purposes of this Contract, independent Contractors engaged by Contractor solely in a staff augmentation role shall be treated by the State as if they were employees of Contractor for this Contract only; however, the State understands that the relationship between Contractor and Subcontractor is an independent contractor relationship.

2.042 Contractor Identification

Contractor employees shall be clearly identifiable while on State property by wearing an issued badge, and/or uniforms as required by the CCI. Contractor employees are required to clearly identify themselves and the company they work for whenever making contact with State personnel by telephone or other means.

2.043 Cooperation with Third Parties

Contractor agrees to cause its personnel and the personnel of any Subcontractors to cooperate with the State and its agents and other Contractors including the State's Quality Assurance personnel, and, as reasonably requested by the State, to provide to the State's agents and other Contractors with reasonable access to Contractor's Project personnel, systems and facilities to the extent they relate to activities specifically associated with this Contract and will not interfere or jeopardize the safety or operation of the systems or facilities and provided Contractor receives reasonable prior written notice of such request. The State acknowledges that Contractor's time schedule for this Contract is very specific and agrees not to unnecessarily or unreasonably interfere with, delay or otherwise impeded Contractor's performance under this Contract with such requests for access.

2.044 Subcontracting by Contractor

- (a) Contractor shall have full responsibility for the successful performance and completion of all of the Services and Deliverables. The State will consider Contractor to be the sole point of contact with regard to all contractual matters under this Contract, including payment of any and all charges for Services and Deliverables.
- (b) Contractor shall not delegate any duties under this Contract to a Subcontractor unless the Department of Management and Budget, Office of Purchasing Operations has given written consent to such delegation. The State shall have the right of prior written approval of all Subcontractors and to require Contractor to replace any Subcontractors found, in the reasonable judgment of the State, to be unacceptable. The State's request shall be written with reasonable detail outlining the reasons for the removal request. Additionally, the State's request shall be based on legitimate, good faith reasons. Replacement Subcontractor(s) for the removed Subcontractor shall be fully qualified for the position. If the State exercises this right, and the Contractor cannot immediately replace the removed Subcontractor, the State will agree to an equitable adjustment in schedule or other terms that may be affected by the State's required removal. If any such incident with a removed Subcontractor results in delay not reasonable anticipatable under the circumstances and which is attributable to the State, the applicable SLAs for the affected Work will not be counted in **Section 2.076** for a time agreed upon by the parties.
- (c) In any subcontracts entered into by Contractor for the performance of the Services, Contractor shall require the Subcontractor, to the extent of the Services to be performed by the Subcontractor, to be bound to Contractor by the terms of this Contract and to assume toward Contractor all of the obligations and responsibilities that Contractor, by this Contract, assumes toward the State. The State reserves the right to receive copies of and review all subcontracts, although Contractor may delete or mask any proprietary information, including pricing, contained in such contracts before providing them to the State.



The management of any Subcontractor will be the responsibility of Contractor, and Contractor shall remain responsible for the performance of its Subcontractors to the same extent as if Contractor had not subcontracted such performance. Contractor shall make all payments to Subcontractors or suppliers of Contractor. Except as otherwise agreed in writing by the State and Contractor, the State will not be obligated to direct payments for the Services other than to Contractor. The State's written approval of any Subcontractor engaged by Contractor to perform any obligation under this Contract shall not relieve Contractor of any obligations or performance required under this Contract.

- (d) Except where specifically approved in writing by the State on a case-by-case basis, Contractor shall flow down the obligations in **Sections 2.040, 2.110, 2.150, 2.160, 2.171(c), 2.172(b), 2.180, 2.260, 2.276, 2.297** in all of its agreements with any Subcontractors.
- (e) The Contractor shall select subcontractors (including suppliers) on a competitive basis to the maximum practical extent consistent with the objectives and requirements of this Contract.

2.045 Contractor Responsibility for Personnel

Contractor shall be responsible for all acts and omissions of its employees, as well as the acts and omissions of any other personnel furnished by Contractor to perform the Services.

2.05 State Standards

2.051 Existing Technology Standards - RESERVED

2.052 PM Methodology Standards – RESERVED

2.053 Adherence to Portal Technology Tools - RESERVED

2.054 Acceptable Use Policy - RESERVED

2.06 Deliverables

2.061 Ordering

Any Services/Deliverables to be furnished under this Contract shall be ordered by issuance of written Purchase Orders/Blanket Purchase Order by the State after approval by the Contract Administrator or his/her designee. All orders are subject to the terms and conditions of this Contract. In the event of conflict between an order and this Contract, this Contract shall take precedence as stated in **Section 2.293**. In no event shall any additional terms and conditions contained on a Purchase Order/Blanket Purchase Order be applicable, unless specifically contained in that Purchase Order/Blanket Purchase Order's accompanying Statement of Work.

2.062 Software - RESERVED

2.063 Hardware - RESERVED

2.064 Equipment to be New and Prohibited Products - RESERVED

2.07 Performance

2.071 Performance, In General

The State engages the Contractor to execute this Contract and perform the Services/provide the Deliverables, and the Contractor undertakes to execute and complete this Contract in its entirety in accordance with the terms and conditions of this Contract and with the participation of State representatives as specified in this Contract.

**2.072 Time of Performance**

- (a) Contractor shall use commercially reasonable efforts to provide the resources necessary to complete all Services and Deliverables in accordance with the time schedules contained in the Statements of Work and other Exhibits governing the work, and with professional quality.
- (b) Without limiting the generality of **Section 2.072(a)**, Contractor shall notify the State in a timely manner upon becoming aware of any circumstances that may reasonably be expected to jeopardize the timely and successful completion of any Deliverables/Services on the scheduled due dates in the latest State-approved delivery schedule and, in such event, shall inform the State of the projected actual delivery date.
- (c) If Contractor believes that a delay in performance by the State has caused or will cause Contractor to be unable to perform its obligations in accordance with specified Contract time periods, Contractor shall notify the State in a timely manner and shall use commercially reasonable efforts to perform its obligations in accordance with such Contract time periods notwithstanding the State's failure. Contractor will not be in default for a delay in performance to the extent such delay is caused by the State.

2.073 Liquidated Damages - RESERVED**2.074 Bankruptcy**

If Contractor shall file for protection under the bankruptcy laws, or if an involuntary petition shall be filed against Contractor and not removed within thirty 30 days, or if the Contractor becomes insolvent, be adjudicated bankrupt, or if it should make a general assignment for the benefit of creditors, or if a receiver shall be appointed due to its insolvency, and Contractor and/or its affiliates are unable to provide reasonable assurances that Contractor and/or its affiliates can deliver the services provided herein, the State may, without prejudice to any other right or remedy, terminate this Contract, in whole or in part, and, at its option, may take possession of the "Work in Process" and finish such Works in Process by whatever appropriate method the State may deem expedient. Contractor will fix appropriate notices or labels on the Work in Process to indicate ownership by the State. To the extent reasonably possible, materials and Work in Process shall be stored separately from other stock and marked conspicuously with labels indicating ownership by the State.

To secure the State's progress payments before the delivery of any services or materials required for the execution of Contractor's obligations hereunder, and any work which Contractor may subcontract in the support of the performance of its obligations hereunder, title shall vest in the State to the extent the State has made progress payments hereunder.

2.075 Time is of the Essence

The Contractor agrees that time is of the essence in the performance of the Contractor's obligations under this Contract.

Failure of Contractor employees to report to job site on time and/or satisfactorily provide specified services as needed may result in an assessment of fines defined in the Deductions portion in Article 1.

2.076 Service Level Agreements (SLAs) - RESERVED**2.08 Delivery and Acceptance of Deliverables****2.081 Delivery Responsibilities - RESERVED****2.082 Delivery of Deliverables - RESERVED****2.083 Testing - RESERVED****2.084 Approval of Deliverables, In General - RESERVED**

**2.085 Process For Approval of Written Deliverables - RESERVED****2.086 Process for Approval of Services - RESERVED****2.087 Process for Approval of Physical Deliverables - RESERVED****2.088 Final Acceptance - RESERVED****2.09 Financial****2.091 Pricing - RESERVED**

See Article 1.502.

2.092 Invoicing and Payment Procedures and Terms**(a) Invoicing and Payment – In General**

- (i) Each Statement of Work issued under this Contract shall list (or indicate by reference to the appropriate Contract Exhibit) the prices for all Services, equipment and commodities to be provided, and the associated payment milestones and payment amounts.
- (ii) Each Contractor invoice will show details as to charges by Service component and location at a level of detail reasonably necessary to satisfy the State's accounting and charge-back requirements. The charges for Services billed on a time and materials basis shall be determined based on the actual number of hours of Services performed, at the applicable Labor Rates specified in Article 1 and the Location Specification Sheet (LSS). Invoices for Services performed on a time and materials basis will show, for each individual, the number of hours of Services performed during the billing period, the billable skill/labor category for such person and the applicable hourly billing rate. Prompt payment by the State is contingent on the Contractor's invoices showing the amount owed by the State minus any holdback amount to be retained by the State in accordance with **Section 2.094**.
- (iii) Correct invoices will be due and payable by the State, in accordance with the State's standard payment procedure as specified in 1984 Public Act No. 279, MCL 17.51 et seq., within forty-five (45) days after receipt, provided the State determines that the invoice was properly rendered.

(b) Taxes (See Section 2.305 and Article 3, Section 3.022-3.024 for additional)

The State is exempt from Federal Excise Tax, State and Local Sales Taxes, and Use Tax with respect to the sale to and use by it of tangible personal property. Such taxes shall not be included in these Contract prices as long as the State maintains such exemptions. Copies of all tax exemption certificates shall be supplied to Contractor, if requested.

(c) Out-of-Pocket Expenses - RESERVED**(d) Pro-ration - RESERVED****(e) Antitrust Assignment**

The Contractor assigns to the State any claim for overcharges resulting from antitrust violations to the extent that those violations concern materials or services supplied by third parties to the Contractor, toward fulfillment of this Contract.

(f) Final Payment

The making of final payment by the State to Contractor does not constitute a waiver by either party of any rights or other claims as to the other party's continuing obligations under this Contract, nor will it constitute a waiver of any claims by one party against the other arising from unsettled claims or failure by a party to comply with this Contract, including claims for Services and Deliverables not reasonably known until after acceptance to be defective or substandard. Contractor's acceptance of final payment by the State under this Contract shall constitute a waiver of all claims by Contractor against the State for payment under this Contract, other than those claims previously filed in writing on a timely basis and still unsettled.

**2.093 State Funding Obligation**

The State's obligation under this Contract is payable only and solely from funds appropriated for the purpose of this Contract. Contractor acknowledges and agrees that all funds for payments after the end of the current fiscal year are subject to the availability of a legislative appropriation for the purpose of this Contract. Events of non-appropriation are addressed further in **Section 2.210** of this Contract.

2.094 Holdback - RESERVED**2.095 Electronic Payment Availability**

Public Act 533 of 2004 **requires** that payments under this Contract be processed by electronic funds transfer (EFT). Contractor is required to register to receive payments by EFT at the Contract & Payment Express website (www.cpexpress.state.mi.us).

2.10 Contract Management**2.101 Contract Management Responsibility**

- (a) Contractor shall have overall responsibility for managing and successfully performing and completing the Services/Deliverables, subject to the overall direction and supervision of the State and with the participation and support of the State as specified in this Contract. Contractor's duties will include monitoring and reporting the State's performance of its participation and support responsibilities (as well as Contractor's own responsibilities) and providing timely notice to the State in Contractor's reasonable opinion if the State's failure to perform its responsibilities in accordance with Article 1 (Project Plan) is likely to delay the timely achievement of any Contract tasks.
- (b) The Services/Deliverables will be provided by the Contractor either directly or through its affiliates, subsidiaries, subcontractors or resellers. Regardless of the entity providing the Service/Deliverable, the Contractor will act as a single point of contact coordinating these entities to meet the State's need for Services/Deliverables. Nothing in this Contract, however, shall be construed to authorize or require any party to violate any applicable law or regulation in its performance of this Contract.

2.102 Problem and Contract Management Procedures

The Contract and the applicable Statements of Work will govern problem Management and Contract Management procedures.

2.103 Reports and Meetings - RESERVED**2.104 System Changes - RESERVED****2.105 RESERVED****2.106 Change Requests**

The State reserves the right to request, from time to time, any changes to the requirements and specifications of the Contract and the work to be performed by the Contractor under this Contract. During the course of ordinary business, it may become necessary for the State to discontinue certain business practices or create Additional Services/Deliverables. At a minimum, to the extent applicable, the State would like the Contractor to provide a detailed outline of all work to be done, including tasks necessary to accomplish the services/deliverables, timeframes, listing of key personnel assigned, estimated hours for each individual per task, and a complete and detailed cost justification.

If the State requests or directs the Contractor to perform any Services/Deliverables that are outside the scope of the Contractor's responsibilities under this Contract ("New Work"), the Contractor must notify the State promptly, and before commencing performance of the requested activities, that it believes the requested activities are New Work. If the Contractor fails to notify the State before commencing performance of the requested activities, any such activities performed before the Contractor gives notice shall be conclusively considered to be in-scope Services/Deliverables, not New Work.



If the State requests or directs the Contractor to perform any services or provide deliverables that are consistent with and similar to the Services/Deliverables being provided by the Contractor under this Contract, but which the Contractor reasonably and in good faith believes are not included within the Statements of Work, then before performing such services or providing such deliverables, the Contractor shall notify the State in writing that it considers the services or deliverables to be an Additional Service/Deliverable for which the Contractor should receive additional compensation. If the Contractor does not so notify the State, the Contractor shall have no right to claim thereafter that it is entitled to additional compensation for performing that service or providing that deliverable. If the Contractor does so notify the State, then such a service or deliverable shall be governed by the Change Request procedure in this Section.

In the event prices or service levels are not acceptable to the State, the Additional Services or New Work shall be subject to competitive bidding based upon the specifications.

(a) State Requests:

If the State should require Contractor to perform New Work, Additional Services or make changes to the Services that would affect this Contract completion schedule or the amount of compensation due Contractor (a "Change"), the State shall submit a written request for Contractor to furnish a proposal for carrying out the requested Change (a "Change Request").

(b) Contractor Recommendations:

Contractor shall be entitled to propose a Change to the State, on its own initiative, should it be of the opinion that this would benefit this Contract.

(c) Upon receipt of a Change Request or on its own initiative, Contractor shall examine the implications of the requested Change on the technical specifications, Contract schedule and price of the Deliverables and Services and shall submit to the State without undue delay a written proposal for carrying out the Change. Contractor's proposal will include any associated changes in the technical specifications, Contract schedule and price and method of pricing of the Services. If the Change is to be performed on a time and materials basis, the Amendment Labor Rates shall apply to the provision of such Services. If Contractor provides a written proposal and should Contractor be of the opinion that a requested Change is not to be recommended, it shall communicate its opinion to the State but shall nevertheless carry out the Change as specified in the written proposal if the State directs it to do so.

(e) By giving Contractor written notice within a reasonable time, the State shall be entitled to accept a Contractor proposal for Change, to reject it or to reach another agreement with Contractor. Should the parties agree on carrying out a Change, a written Contract Change Notice shall be prepared and issued under this Contract, describing the Change and its effects on the Services and any affected components of this Contract (a "Contract Change Notice").

(f) No proposed Change shall be performed until the proposed Change has been specified in a duly executed Contract Change Notice issued by the Department of Management – Purchasing Operations.

(g) If the State requests or directs Contractor to perform any activities that Contractor believes constitute a Change, Contractor must notify the State that it believes the requested activities are a Change prior to commencing the performance of the requested activities. If Contractor fails to so notify the State prior to commencing performance of the requested activities, such activities shall be considered to be performed gratuitously by Contractor, and Contractor shall not have any right thereafter to assert any claim for additional compensation or time for the performance of such activities. If Contractor commences performance of gratuitous services outside the scope of this Contract and subsequently elects to stop performing such out-of-scope services, Contractor must, at the request of the State, back out or reverse any changes resulting from such performance that would adversely affect this Contract.

2.107 Management Tools - RESERVED

2.111 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 this Contract. The Contractor agrees to cooperate with the State during the audit and produce all records and documentation that verifies compliance with these Contract requirements.



2.112 Errors

- (a) If the audit demonstrates any errors in the statements provided to the State, then the amount in error shall be reflected as a credit or debit on the next invoice and in subsequent invoices until the amount is paid or refunded in full. However, a credit or debit may not be carried for more than four (4) quarterly statements. If a balance remains after four (4) quarterly statements, then the remaining amount will be due as a payment or refund within 45 days of the last quarterly statement that the balance appeared on or termination of this contract, whichever is earlier.
- (b) In addition to other available remedies, the difference between the payment received and the correct payment amount is greater than 10%, then the Contractor shall pay all of the reasonable costs of the audit.

2.12 State Responsibilities

2.121 State Performance Obligations

- (a) Equipment and Other Resources. To facilitate Contractor's performance of the Services/Deliverables, the State shall provide to Contractor such equipment and resources as identified in the Statements of Work or other Contract Exhibits as items to be provided by the State.
- (b) Facilities. The State shall designate space as determined by the CCI as long as it is available and as provided in the Statement of Work, to house Contractor's personnel whom the parties agree will perform the Services/Deliverables at State facilities (collectively, the "State Facilities"). Contractor shall have reasonable access to, and unless agreed otherwise by the parties in writing shall observe and comply with all rules and regulations relating to, each of the State Facilities (including hours of operation) used by Contractor in the course of providing the Services. Contractor agrees that it will not, without the prior written consent of the State, use any State Facilities or access any State information systems provided for Contractor's use, or to which Contractor otherwise gains access in the course of performing the Services, for any purpose other than providing the Services to the State.
- (c) Return. Contractor shall be responsible for returning to the State any State-furnished equipment, facilities and other resources when no longer required for this Contract in the same condition as when provided by the State, reasonable wear and tear excepted.
- (d) Except as otherwise provided in **Section 2.220**, the State's failure to perform its responsibilities, as set forth in this Contract shall not be deemed to be grounds for termination by Contractor. However, Contractor will not be liable for any default or delay in the performance of its obligations under this Contract to the extent such default or delay is caused by nonperformance of the State's obligations under this Contract, provided Contractor provides the State with reasonable written notice of such nonperformance and Contractor uses commercially reasonable efforts to perform notwithstanding the State's failure to perform. In addition, if the State's nonperformance of its responsibilities under this Contract materially increases the time required for Contractor's performance or Contractor's cost of performance, Contractor shall be entitled to seek an equitable extension via the Change Request process described in **Section 2.106**.

2.13 Security

2.131 Background Checks

The Contractor shall authorize the investigation of its personnel proposed to have access to State facilities and systems on a case-by-case basis.

The scope of the background check is at the discretion of the State and the results will be used to determine Contractor personnel eligibility for working within State facilities and systems. Such investigations will include Michigan State Police Background checks (ICHAT) and may include the National Crime Information Center (NCIC) Finger Prints.

Proposed Contractor personnel may be required to complete and submit an RI-8 Fingerprint Card for the NCIC Finger Print Check. Any request for background checks will be initiated by the State and will be reasonably related to the type of work requested.



All Contractor personnel will also be expected to comply with the State's security and acceptable use policies for State IT equipment and resources. See <http://www.michigan.gov/ditservice/0,1607,7-179-25781-73760--,00.html>. Furthermore, Contractor personnel will be expected to agree to the State's security and acceptable use policies before the Contractor personnel will be accepted as a resource to perform work for the State.

It is expected the Contractor will present these documents to the prospective employee before the Contractor presents the individual to the State as a proposed resource. Contractor staff will be expected to comply with all Physical Security procedures in place within the facilities where they are working.

2.140 Reserved

2.15 Confidentiality

2.151 Freedom of Information

All information in any proposal submitted to the State by Contractor and this Contract is subject to the provisions of the Michigan Freedom of Information Act, 1976 Public Act No. 442, as amended, MCL 15.231, et seq (the "FOIA").

2.152 Confidentiality

Contractor and the State each acknowledge that the other possesses, and will continue to possess, confidential information that has been developed or received by it. As used in this Section, "Confidential Information" of Contractor shall mean all non-public proprietary information of Contractor (other than Confidential Information of the State as defined below), which is marked confidential, restricted, and proprietary, or with a similar designation. "Confidential Information" of the State shall mean any information which is retained in confidence by the State (or otherwise required to be held in confidence by the State pursuant to applicable federal, state and local laws and regulations) or which, in the case of tangible materials provided to Contractor by the State pursuant to its performance under this Contract, is marked as confidential, proprietary or with a similar designation by the State. In the case of information of either Contractor or the State "Confidential Information" shall exclude any information (including this Contract) that is publicly available pursuant to the Michigan FOIA.

2.153 Protection of Confidential Information

The State and Contractor will each use at least the same degree of care to prevent disclosing to third parties the Confidential Information of the other as it employs to avoid unauthorized disclosure, publication or dissemination of its own confidential information of like character, but in no event less than reasonable care. Neither Contractor nor the State will (i) make any use of the Confidential Information of the other except as contemplated by this Contract, (ii) acquire any right in or assert any lien against the Confidential Information of the other, or (iii) if requested to do so, refuse for any reason to promptly return the other party's Confidential Information to the other party. Each party will limit disclosure of the other party's Confidential Information to employees and Subcontractors who must have access in order to fulfill the purposes of this Contract. Disclosure to, and use by, a Subcontractor is permissible where (A) use of a Subcontractor is authorized under this Contract, (B) such disclosure is necessary or otherwise naturally occurs in connection with work that is within such Subcontractor's scope of responsibility, and (C) Contractor obligates the Subcontractor in a written Contract to maintain the State's Confidential Information in confidence. At the State's request, any employee of Contractor and of any Subcontractor having access or continued access to the State's Confidential Information may be required to execute an acknowledgment that the employee has been advised of Contractor's and the Subcontractor's obligations under this Section and of the employee's obligation to Contractor or Subcontractor, as the case may be, to protect such Confidential Information from unauthorized use or disclosure.

**2.154 Exclusions**

Notwithstanding the foregoing, the provisions of this Section will not apply to any particular information which the State or Contractor can demonstrate (i) was, at the time of disclosure to it, in the public domain; (ii) after disclosure to it, is published or otherwise becomes part of the public domain through no fault of the receiving party; (iii) was in the possession of the receiving party at the time of disclosure to it without an obligation of confidentiality; (iv) was received after disclosure to it from a third party who had a lawful right to disclose such information to it without any obligation to restrict its further disclosure; or (v) was independently developed by the receiving party without reference to Confidential Information of the furnishing party. Further, the provisions of this Section will not apply to any particular Confidential Information to the extent the receiving party is required by law to disclose such Confidential Information, provided that the receiving party (i) promptly provides the furnishing party with notice of the legal request, and (ii) assists the furnishing party in resisting or limiting the scope of such disclosure as reasonably requested by the furnishing party.

2.155 No Implied Rights

Nothing contained in this Section shall be construed as obligating a party to disclose any particular Confidential Information to the other party, or as granting to or conferring on a party, expressly or impliedly, any right or license to the Confidential Information of the other party.

2.156 Remedies

Each party acknowledges that, if it breaches (or attempts or threatens to breach) its obligations under this Section, the other party may be irreparably harmed. Accordingly, if a court of competent jurisdiction should find that a party has breached (or attempted or threatened to breach) any such obligations, the non-breaching party shall be entitled to seek an injunction preventing such breach (or attempted or threatened breach).

2.157 Security Breach Notification

In the event of a breach of this Section, Contractor shall take (i) prompt corrective action to cure any such deficiencies and (ii) any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations. Contractor and the State will cooperate to mitigate, to the extent practicable, the effects of any breach, intrusion, or unauthorized use or disclosure. Contractor shall report to the State in writing any use or disclosure of Confidential Information, whether suspected or actual, other than as provided for by the Contract within ten (10) days of becoming aware of such use or disclosure or such shorter time period as is reasonable under the circumstances.

2.158 Survival

The parties' respective obligations under this Section shall survive the termination or expiration of this Contract for any reason.

2.159 Destruction of Confidential Information

Promptly upon termination or cancellation of this Contract for any reason, Contractor shall certify to the State that Contractor has destroyed all State Confidential Information.

2.160 Proprietary Rights - RESERVED**2.170 Warranties and Representations**

The foregoing express warranties are in lieu of all other warranties and each party expressly disclaims all other warranties, express or implied, by operation of law or otherwise including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.



2.171 Warranties and Representations

The Contractor represents and warrants:

- (a) It is capable in all respects of fulfilling and shall fulfill all of its obligations under this Contract. The performance of all obligations under this Contract shall be provided in a timely, professional, and workman-like manner and shall meet the performance and operational standards required under this Contract.
- (b) The Location Specification Sheet(s), Attachments and Exhibits identify the services necessary to operate in compliance with this Contract's requirements and other standards of performance.
- (c) The Contract signatory has the power and authority, including any necessary corporate authorizations, necessary to enter into this Contract, on behalf of Contractor.
- (d) It is qualified and registered to transact business in all locations where required.
- (e) The prices proposed by Contractor were arrived at independently, without consultation, communication, or agreement with any other Bidder for the purpose of restricting competition; the prices quoted were not knowingly disclosed by Contractor to any other Bidder; and no attempt was made by Contractor to induce any other person to submit or not submit a proposal for the purpose of restricting competition.
- (f) All financial statements, reports, and other information furnished by Contractor to the State as part of its response to the RFP 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 has been no material adverse change in the business, properties, financial condition, or results of operations of Contractor.
- (g) All written information furnished to the State by or behalf of Contractor in connection with this Contract, including its bid, true, accurate, and complete, and contains no untrue statement of material fact or omits any material fact necessary to make such information not misleading.
- (h) It is not in material default or breach of any other Contract or agreement that it may have with the State or any of its departments, commissions, boards, or agencies. Contractor further represents and warrants that it has not been a party to any Contract with the State or any of its departments that was terminated by the State or such department within the previous five (5) years for the reason that Contractor failed to perform or otherwise breached an obligation of such Contract.

2.172 Consequences for Breach

In addition to any remedies available in law, if the Contractor breaches any of the warranties contained in this section, such breach may be considered as a default in the performance of a material obligation of this Contract.

2.18 Insurance

2.181 Liability Insurance

- (a) Liability Insurance

The Contractor is required to provide proof of the minimum levels of insurance coverage as indicated below. The purpose of this coverage shall be to protect the State from claims which may arise out of or result from the Contractor's performance of services under the terms of this Contract, whether such services are performed by the Contractor, or by any subcontractor, or by anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable.



The Contractor waives all rights against the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents for recovery of damages to the extent these damages are covered by the insurance policies the Contractor is required to maintain pursuant to this Contract.

All insurance coverage's provided relative to this Contract/Purchase Order are PRIMARY and NON-CONTRIBUTING to any comparable liability insurance (including self-insurances) carried by the State.

The insurance shall be written for not less than any minimum coverage specified in this Contract or required by law, whichever is greater.

The insurers selected by Contractor shall have an A.M. Best rating of A or better, or as otherwise approved in writing by the State, or if such ratings are no longer available, with a comparable rating from a recognized insurance rating agency. Companies that have been approved to do business in the State shall issue all policies of insurance required in this Contract.

See http://www.mi.gov/cis/0,1607,7-154-10555_22535---.00.html.

Where specific limits are shown, they are the minimum acceptable limits. If Contractor's policy contains higher limits, the State shall be entitled to coverage to the extent of such higher limits.

Before both parties sign this Contract or before the purchase order is issued by the State, the Contractor must furnish to the Director of Purchasing Operations, certificate(s) of insurance verifying insurance coverage ("Certificates"). The Certificate must be on the standard "accord" form or equivalent. **THE CONTRACT OR PURCHASE ORDER NO. MUST BE SHOWN ON THE CERTIFICATE OF INSURANCE TO ASSURE CORRECT FILING.** All Certificate(s) are to be prepared and submitted by the Insurance Provider. All Certificate(s) shall contain a provision indicating that coverage's afforded under the policies WILL NOT BE CANCELLED, MATERIALLY CHANGED, OR NOT RENEWED without 30 days prior written notice, except for ten (10) days for non-payment of premium, having been given to the Director of Purchasing Operations, Department of Management and Budget. The notice must include the Contract or Purchase Order number affected and be mailed to: Director, Purchasing Operations, Department of Management and Budget, P.O. Box 30026, Lansing, Michigan 48909. Failure to provide evidence of coverage, may, at the State's sole option, result in this Contract's termination.

The Contractor is required to pay for and provide the type and amount of insurance checked below:

1. Commercial General Liability with the following minimum coverage:

\$2,000,000 General Aggregate Limit other than Products/Completed Operations
 \$2,000,000 Products/Completed Operations Aggregate Limit
 \$1,000,000 Personal & Advertising Injury Limit
 \$1,000,000 Each Occurrence Limit
 \$500,000 Fire Damage Limit (any one fire)

The Contractor must list the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents as ADDITIONAL INSUREDS on the Commercial General Liability certificate. The Contractor also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company.

2. If a motor vehicle is used to provide services or products under this Contract, the Contractor must have vehicle liability insurance on any auto including owned, hired and non-owned vehicles used in Contractor's business for bodily injury and property damage as required by law.

The Contractor must list the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents as ADDITIONAL INSUREDS on the vehicle liability certificate. The Contractor also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company.



3. Workers' compensation coverage must be provided in accordance with applicable laws governing the employees and employers work activities in the state of the Contractor's domicile. If a self-insurer provides the applicable coverage, proof must be provided of approved self-insured authority by the jurisdiction of domicile. For employees working outside of the state of qualification, Contractor must provide appropriate certificates of insurance proving mandated coverage levels for the jurisdictions where the employees' activities occur.

Any certificates of insurance received must also provide a list of states where the coverage is applicable.

The Contractor also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company. This provision shall not be applicable where prohibited or limited by the laws of the jurisdiction in which the work is to be performed.

4. Employers liability insurance with the following minimum limits:

\$100,000 each accident
\$100,000 each employee by disease
\$500,000 aggregate disease

(b) Subcontractors

Except where the State has approved in writing a Contractor subcontract with other insurance provisions, Contractor shall require all of its Subcontractors under this Contract to purchase and maintain the insurance coverage as described in this Section for the Contractor in connection with the performance of work by those Subcontractors. Alternatively, Contractor may include any Subcontractors under Contractor's insurance on the coverage required in this Section. Subcontractor(s) shall fully comply with the insurance coverage required in this Section. Failure of Subcontractor(s) to comply with insurance requirements does not limit Contractor's liability or responsibility.

(c) Certificates of Insurance and Other Requirements

Contractor shall furnish to the Office of Purchasing Operations certificate(s) of insurance verifying insurance coverage or providing satisfactory evidence of self-insurance as required in this Section (the "Certificates"). Before this Contract is signed, and not less than 20 days before the insurance expiration date every year thereafter, the Contractor shall provide evidence that the State and its agents, officers and employees are listed as additional insured's under each commercial general liability and commercial automobile liability policy. In the event the State approves the representation of the State by the insurer's attorney, the attorney may be required to be designated as a Special Assistant Attorney General by the Attorney General of the State of Michigan.

Contractor shall maintain all required insurance coverage throughout the term of this Contract and any extensions thereto and, in the case of claims-made Commercial General Liability policies, shall secure tail coverage for at least three (3) years following the expiration or termination for any reason of this Contract. The minimum limits of coverage specified above are not intended, and shall not be construed, to limit any liability or indemnity of Contractor under this Contract to any indemnified party or other persons. Contractor shall be responsible for all deductibles with regard to such insurance. If Contractor fails to pay any premium for required insurance as specified in this Contract, or if any insurer cancels or significantly reduces any required insurance as specified in this Contract without the State's written consent, at the State's election (but without any obligation to do so) after the State has given Contractor at least 30 days written notice, the State may pay such premium or procure similar insurance coverage from another company or companies; and at the State's election, the State may deduct the entire cost (or part thereof) from any payment due Contractor, or Contractor shall pay the entire cost (or any part thereof) upon demand by the State.



2.19 Indemnification

2.191 Indemnification

- (a) **General Indemnification:**
To the extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State from liability, including all claims and losses, and all related costs and expenses (including reasonable attorneys' fees and costs of investigation, litigation, settlement, judgments, interest and penalties), accruing or resulting to any person, firm or corporation that may be injured or damaged by the Contractor in the performance of this Contract and that are attributable to the negligence or tortious acts of the Contractor or any of its subcontractors, or by anyone else for whose acts any of them may be liable.
- (b) **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.
- (c) **Employee Indemnification:**
In any and all claims against the State of Michigan, its departments, divisions, agencies, sections, commissions, officers, employees and agents, by any employee of the Contractor or any of its subcontractors, the indemnification obligation under this 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 benefit acts or other employee benefit acts. This indemnification clause is intended to be comprehensive. Any overlap in provisions, 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 provisions.
- (d) **Patent/Copyright Infringement Indemnification:**
To the extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State from and against all losses, liabilities, damages (including taxes), and all related costs and expenses (including reasonable attorneys' fees 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 patent, copyright, trademark or trade secret of any person or entity, which is enforceable under the laws of the United States.

In addition, should the equipment, software, commodity, or service, or its operation, become or in the State's or 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 to the State's satisfaction 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.

Notwithstanding the foregoing, the Contractor shall have no obligation to indemnify or defend the State for, or to pay any costs, damages or attorneys' fees related to, any claim based upon (i) equipment developed based on written specifications of the State; or (ii) use of the equipment in a configuration other than implemented or approved in writing by the Contractor, including, but not limited to, any modification of the equipment by the State; or (iii) the combination, operation, or use of the equipment with equipment or software not supplied by the Contractor under this Contract.

2.192 Continuation of Indemnification Obligations

The Contractor's duty to indemnify pursuant to this Section continues in full force and effect, notwithstanding the expiration or early cancellation of this Contract, with respect to any claims based on facts or conditions that occurred prior to expiration or cancellation.



2.193 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 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 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.

2.20 Limits of Liability and Excusable Failure

2.201 Limits of Liability

The Contractor's liability for damages to the State shall be limited to two (2) times the value of this Contract. The foregoing limitation of liability 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; 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 this Contract.

Neither the Contractor nor the State shall be liable to each other, regardless of the form of action, for consequential, incidental, indirect, or special damages. This limitation of liability shall not apply to claims for infringement of United States patent, copyright, trademark 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; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on this Contract.



2.202 Excusable Failure

Neither party will be liable for any default, damage or delay in the performance of its obligations under this Contract to the extent such default, damage or delay is caused by government regulations or requirements (executive, legislative, judicial, military or otherwise), power failure, electrical surges or current fluctuations, lightning, earthquake, war, water or other forces of nature or acts of God, delays or failures of transportation, equipment shortages, suppliers' failures, or acts or omissions of common carriers, fire; riots, civil disorders; strikes or other labor disputes, embargoes; 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 commercially reasonable efforts to recommence performance or observance whenever and to whatever extent possible without delay and provided further that such party promptly notifies the other party in writing of the inception of the excusable failure occurrence, and also of its abatement or cessation.

If any of the above-enumerated circumstances substantially prevent, hinder, or delay Contractor's performance of the Services/provision of Deliverables for more than 10 Business 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/Deliverables from an alternate source, and the State shall not be liable for payment for the unperformed Services/ Deliverables not provided under this Contract for so long as the delay in performance shall continue; (b) the State may terminate any portion of this Contract so affected and the charges payable there under shall be equitably adjusted to reflect those Services/Deliverables terminated; or (c) the State may terminate the affected Statement of Work without liability to Contractor as of a date specified by the State in a written notice of termination to Contractor, except to the extent that the State shall pay for Services/Deliverables provided through the date of termination.

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/Deliverables not provided as a result of the Excusable Failure condition. Defaults or delays in performance by Contractor which are caused by acts or omissions of its Subcontractors will not relieve Contractor of its obligations under this Contract except to the extent that a Subcontractor is itself subject to an Excusable Failure condition described above and 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.

2.203 Disaster Recovery

Contractor and the State recognize that the State provides essential services in times of natural or man-made disasters. Therefore, except as so mandated by Federal disaster response requirements, Contractor personnel dedicated to providing Services/Deliverables under this Contract will provide the State with priority service for repair and work around in the event of a natural or manmade disaster.

2.21 Termination/Cancellation by the State

The State may terminate 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:



2.211 Termination for Cause

- (a) In the event that Contractor breaches any of its material duties or obligations under this Contract (including a Chronic Failure to meet any particular SLA as defined in **Section 2.076**), 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 (such time period not to be less than thirty 30 days, 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 termination to Contractor, terminate this Contract in whole or in part, for cause, as of the date specified in the notice of termination.
- (b) In the event that this Contract is terminated for cause, in addition to any legal remedies otherwise available to the State by law or equity, Contractor shall be responsible for all costs incurred by the State in terminating this Contract, including but not limited to, State administrative costs, reasonable attorneys' fees and court costs, and any reasonable additional costs the State may incur to procure the Services/Deliverables required by this Contract from other sources. Re-procurement costs shall not be considered by the parties to be consequential, indirect or incidental damages, and shall not be excluded by any other terms otherwise included in this Contract, provided such costs are not in excess of 50% more than the prices for such Service/Deliverables provided under this Contract.
- (c) In the event the State chooses to partially terminate this Contract for cause, charges payable under this Contract will be equitably adjusted to reflect those Services/Deliverables that are terminated and the State shall pay for all Services/Deliverables for which Final Acceptance has been granted provided up to the termination date. Services and related provisions of this Contract that are terminated for cause shall cease on the effective date of the termination.
- (d) In the event this Contract is terminated for cause pursuant to this Section, and it is determined, for any reason, that Contractor was not in breach of contract pursuant to the provisions of this section, that termination for cause shall be deemed to have been a termination for convenience, effective as of the same date, and the rights and obligations of the parties shall be limited to that otherwise provided in this Contract for a termination for convenience.

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 this 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 ITB 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.

2.213 Non-Appropriation

- (a) 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 Contract. If funds to enable the State to effect continued payment under this Contract are not appropriated or otherwise made available, the State shall have the right to terminate this Contract and all affected Statements of Work, in whole or in part, at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to Contractor. The State shall give Contractor at least 30 days advance written notice of termination for non-appropriation or unavailability (or such time as is available if the State receives notice of the final decision less than 30 days before the funding cutoff).



- (b) If funding for this Contract is reduced by law, or funds to pay Contractor for the agreed-to level of the Services or production of Deliverables to be provided by Contractor are not appropriated or otherwise made available, the State may, upon 30 days written notice to Contractor, reduce the level of the Services or the change the production of Deliverables in such manner and for such periods of time as the State may elect. The charges payable under this Contract will be equitably adjusted to reflect any equipment, services or commodities not provided by reason of such reduction.
- (c) In the event the State terminates this Contract, eliminates certain Deliverables, or reduces the level of Services to be provided by Contractor pursuant to this Section, the State shall pay Contractor for all Work-in-Process performed through the effective date of the termination or reduction in level, as the case may be and as determined by the State, to the extent funds are available. For the avoidance of doubt, this Section will not preclude Contractor from reducing or stopping Services/Deliverables and/or raising against the State in a court of competent jurisdiction, any claim for a shortfall in payment for Services performed or Deliverables finally accepted before the effective date of termination.

2.214 Criminal Conviction

The State may terminate this Contract immediately and without further liability or penalty in the event Contractor, an officer of Contractor, or an owner of a 25% or greater share of Contractor is convicted of a criminal offense incident to the application for, or performance of, a State, public or private Contract or subcontract; convicted of a criminal offense, including 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 Contractor's business integrity.

2.215 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, § 5, and Civil Service Rule 7-1. 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.

2.216 Rights and Obligations upon Termination

- (a) If this Contract is terminated by the State for any reason, Contractor shall (a) stop all work as specified in the notice of termination, (b) take any action that may be necessary, or that the State may direct, for preservation and protection of Deliverables or other property derived or resulting from this Contract that may be in Contractor's possession, (c) return all materials and property provided directly or indirectly to Contractor by any entity, agent or employee of the State, (d) in the event that the Contractor maintains title in Deliverables that is intended to be transferred to the State at the termination of this Contract, Contractor will transfer title in, and deliver to, the State, unless otherwise directed, all Deliverables intended to be transferred to the State at the termination of this Contract and which are resulting from this Contract (which shall be provided to the State on an "As-Is" basis except to the extent the amounts paid by the State in respect of such items included compensation to Contractor for the provision of warranty services in respect of such materials), and (e) take any action to mitigate and limit any potential damages, or requests for Contractor adjustment or termination settlement costs, to the maximum practical extent, including terminating or limiting as otherwise applicable those subcontracts and outstanding orders for material and supplies resulting from this terminated Contract.



- (b) In the event the State terminates this Contract prior to its expiration for its own convenience, the State shall pay Contractor for all charges due for Services provided prior to the date of termination and, if applicable, as a separate item of payment pursuant to this Contract, for Work In Process, on a percentage of completion basis at the level of completion determined by the State. All completed or partially completed Deliverables prepared by Contractor pursuant to this Contract shall, at the option of the State, become the State's property, and Contractor shall be entitled to receive equitable fair compensation for such Deliverables. Regardless of the basis for the termination, the State shall not be obligated to pay, or otherwise compensate, Contractor for any lost expected future profits, costs or expenses incurred with respect to Services not actually performed for the State.
- (c) Upon a good faith termination, the State shall have the right to assume, at its option, any and all subcontracts and agreements for services and deliverables provided under this Contract, and may further pursue completion of the Services/Deliverables under this Contract by replacement contract or otherwise as the State may in its sole judgment deem expedient.

2.217 Reservation of Rights

Any termination of this Contract or any Statement of Work issued under it by a party shall be with full reservation of, and without prejudice to, any rights or remedies otherwise available to such party with respect to any claims arising prior to or as a result of such termination.

2.218 Contractor Transition Responsibilities

In the event this contract is terminated, for convenience or cause, dissolved, voided, rescinded, nullified, expires or is otherwise rendered unenforceable, the Contractor agrees to comply with direction provided by the State to assist in the orderly transition of equipment, services, software, leases, etc. to the State or a third party designated by the State. In the event of termination or the expiration of this Contract, the Contractor agrees to make all reasonable efforts to effect an orderly transition of services within a reasonable period of time that in no event will exceed ninety (90) days. These efforts shall include, but are not limited to, the following:

- (a) Personnel - The Contractor shall work with the State, or a specified third party, to develop a transition plan setting forth the specific tasks and schedule to be accomplished by the parties, to effect an orderly transition. The Contractor shall allow as many personnel as practicable to remain on the job to help the State, or a specified third party, maintain the continuity and consistency of the services required by this Contract. In addition, during or following the transition period, in the event the State requires the Services of the Contractor's subcontractors or vendors, as necessary to meet its needs, Contractor agrees to reasonably, and with good-faith, work with the State to use the Services of Contractor's subcontractors or vendors. Contractor will notify all of Contractor's subcontractors of procedures to be followed during transition.
- (b) Information - The Contractor agrees to provide reasonable detailed specifications for all Services/Deliverables needed by the State, or specified third party, to properly provide the Services/Deliverables required under this Contract. The Contractor will provide the State with asset management data generated from the inception of this Contract through the date on which this Contractor is terminated in a comma-delineated format unless otherwise requested by the State. The Contractor will deliver to the State any remaining owed reports and documentation still in Contractor's possession subject to appropriate payment by the State.
- (c) Software. - The Contractor shall reasonably assist the State in the acquisition of any Contractor software required to perform the Services/use the Deliverables under this Contract. This shall include any documentation being used by the Contractor to perform the Services under this Contract. If the State transfers any software licenses to the Contractor, those licenses shall, upon expiration of this Contract, transfer back to the State at their current revision level. Upon notification by the State, Contractor may be required to freeze all non-critical changes to Deliverables/Services.
- (d) Payment - If the termination provisions of this Contract shall govern the transition results from a termination for any reason, reimbursement. If the transition results from expiration, the Contractor will be reimbursed for all reasonable transition costs (i.e. costs incurred within the agreed period after contract expiration that result from transition operations) at the rates specified by **Article 1, Attachment C**. The Contractor will prepare an accurate accounting from which the State and Contractor may reconcile all outstanding accounts.



2.219 State Transition Responsibilities

In the event that this Contract is terminated, dissolved, voided, rescinded, nullified, or otherwise rendered unenforceable, the State agrees to perform the following obligations, and any others upon which the State and the Contractor agree:

- (a) Reconciling all accounts between the State and the Contractor;
- (b) Completing any pending post-project reviews.

2.22 Termination by Contractor

2.221 Termination by Contractor

If the State materially breaches its obligation to pay Contractor undisputed amounts due and owing under this Contract in accordance with **Section 2.090**, or if the State breaches its other obligations under this Contract to an extent that makes it impossible or commercially impractical for Contractor to perform the Services, and if the State does not cure the breach within the time period specified in a written notice of breach provided to the State by Contractor (such time period not to be less than 30 days), then Contractor may terminate this Contract, in whole or in part based on Statement of Work for cause, as of the date specified in the notice of termination; provided, however, that Contractor must discharge its obligations under **Section 2.250** before any such termination.

2.23 Stop Work

2.231 Stop Work Orders

The State may, at any time, by written stop work order to Contractor, require that Contractor stop all, or any part, of the work called for by this Contract for a period of up to ninety (90) calendar days after the stop work order is delivered to 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 2.230**. Upon receipt of the stop work order, 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) terminate the work covered by the stop work order as provided in **Section 2.210**.

2.232 Cancellation or Expiration of Stop Work Order

If a stop work order issued under this **Section 2.230** is canceled or the period of the stop work order or any extension thereof expires, Contractor shall resume work. The parties shall agree upon an equitable adjustment in the delivery schedule, this Contract price, or both, and this Contract shall be modified, in writing, accordingly, if: (a) the stop work order results in an increase in the time required for, or in Contractor's costs properly allocable to, the performance of any part of this Contract; and (b) Contractor asserts its right to an equitable adjustment within thirty (30) calendar 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 Contractor proposal submitted at any time before final payment under this Contract. Any adjustment will conform to the requirements of **Section 2.106**.

2.233 Allowance of Contractor Costs

If the stop work order is not canceled and the work covered by the stop work order is terminated for reasons other than material breach, such termination shall be deemed to be a termination for convenience under **Section 2.212**, and the State shall allow reasonable costs resulting from the stop work order in arriving at the termination settlement. For the avoidance of doubt, the State shall not be liable to Contractor for loss of profits because of a stop work order issued under this **Section 2.230**.

2.240 Reserved



2.25 Dispute Resolution

2.251 In General

Any claim, counterclaim, or dispute between the State and Contractor arising out of or relating to this Contract or any Statement of Work shall be resolved as follows. For all Contractor claims seeking an increase in the amounts payable to Contractor under this Contract, or the time for Contractor's performance, Contractor shall submit a letter executed by Contractor's Contract Administrator or his designee certifying that (a) the claim is made in good faith, (b) the amount claimed accurately reflects the adjustments in the amounts payable to Contractor or the time for Contractor's performance for which Contractor believes the State is liable and covers all costs of every type to which Contractor is entitled from the occurrence of the claimed event, and (c) the supporting data provided with such an affidavit are current and complete to Contractor's best knowledge and belief.

2.252 Informal Dispute Resolution

- (a) All operational disputes between the parties shall be resolved under the Contract Management procedures developed pursuant to **Section 2.100**. If the parties are unable to resolve any disputes after compliance with such processes, the parties shall meet with the Director of Purchasing Operations, DMB, or designee, for the purpose of attempting to resolve such dispute without the need for formal legal proceedings, as follows:
 - (i) The representatives of Contractor and the State shall meet as often as the parties reasonably deem necessary in order to gather and furnish to each other all information with respect to the matter in issue which the parties believe to be appropriate and germane in connection with its resolution. The representatives shall discuss the problem and negotiate in good faith in an effort to resolve the dispute without the necessity of any formal proceeding.
 - (ii) During the course of negotiations, all reasonable requests made by one party to another for non-privileged information reasonably related to this Contract will be honored in order that each of the parties may be fully advised of the other's position.
 - (iii) The specific format for the discussions will be left to the discretion of the designated State and Contractor representatives, but may include the preparation of agreed upon statements of fact or written statements of position.
 - (iv) Following the completion of this process within 60 calendar days, the Director of Purchasing Operations, DMB, or designee, shall issue a written opinion regarding the issue(s) in dispute within 30 calendar days. The opinion regarding the dispute shall be considered the State's final action and the exhaustion of administrative remedies.
- (b) This **Section 2.250** will not be construed to prevent either party from instituting, and a party is authorized to institute, formal proceedings earlier to avoid the expiration of any applicable limitations period, to preserve a superior position with respect to other creditors, or pursuant to **Section 2.253**.
- (c) The State will not mediate disputes between the Contractor and any other entity, except state agencies, concerning responsibility for performance of work pursuant to this Contract.

2.253 Injunctive Relief

The only circumstance in which disputes between the State and Contractor will not be subject to the provisions of **Section 2.252** is where a party makes a good faith determination that a breach of the terms of this Contract by the other party is such that the damages to such party resulting from the breach will be so immediate, so large or severe and so incapable of adequate redress after the fact that a temporary restraining order or other immediate injunctive relief is the only adequate remedy.

2.254 Continued Performance

Each party agrees to continue performing its obligations under this Contract while a dispute is being resolved except to the extent the issue in dispute precludes performance (dispute over payment shall not be deemed to preclude performance) and without limiting either party's right to terminate this Contract as provided in **Section 2.210** and **2.220**, as the case may be.



2.26 Federal and State Contract Requirements

2.261 Nondiscrimination

In the performance of this Contract, Contractor agrees not to discriminate against any employee or applicant for employment, with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability. Contractor further agrees that every subcontract entered into for the performance of this Contract or any purchase order resulting from this Contract will contain a provision requiring non-discrimination in employment, as specified here, binding upon each Subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, *et seq.*, and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, *et seq.*, and any breach of this provision may be regarded as a material breach of this Contract.

2.262 Unfair Labor Practices

Pursuant to 1980 PA 278, MCL 423.231, *et seq.*, the State shall not award a Contract or subcontract to an employer whose name appears in the current register of employers failing to correct an unfair labor practice compiled pursuant to section 2 of the Act. The United States National Labor Relations Board compiles this information. A Contractor of the State, in relation to the Contract, shall not enter into a contract with a Subcontractor, manufacturer, or supplier whose name appears in this register. Pursuant to section 4 of 1980 PA 278, MCL 423.324, the State may void any Contract if, subsequent to award of the Contract, the name of Contractor as an employer or the name of the Subcontractor, manufacturer or supplier of Contractor appears in the register.

2.263 Workplace Safety and Discriminatory Harassment

In performing Services for the State, the Contractor shall comply with the Department of Civil Services Rule 2-20 regarding Workplace Safety and Rule 1-8.3 regarding Discriminatory Harassment. In addition, the Contractor shall comply with Civil Service regulations and any applicable agency rules provided to the Contractor. For Civil Service Rules, see <http://www.mi.gov/mdcs/0,1607,7-147-6877---,00.html>.

2.27 Litigation

2.271 Disclosure of Litigation

- (a) Disclosure:
Contractor must disclose any material criminal litigation, investigations or proceedings involving the Contractor (and each Subcontractor) or any of its officers or directors or any litigation, investigations or proceedings under the Sarbanes-Oxley Act. In addition, each Contractor (and each Subcontractor) must notify the State of any material civil litigation, arbitration or proceeding which arises during the term of this Contract and extensions thereto, to which Contractor (or, to the extent Contractor is aware, any Subcontractor hereunder) is a party, and which involves: (i) disputes that might reasonably be expected to adversely affect the viability or financial stability of Contractor or any Subcontractor hereunder; or (ii) a claim or written allegation of fraud against Contractor or, to the extent Contractor is aware, any Subcontractor hereunder by a governmental or public entity arising out of their business dealings with governmental or public entities. Any such litigation, investigation, arbitration or other proceeding (collectively, "Proceeding") must be disclosed in a written statement to the Contract Administrator within 30 days of its occurrence. Details of settlements, which are prevented from disclosure by the terms of the settlement, may be annotated as such. Information provided to the State from Contractor's publicly filed documents referencing its material litigation will be deemed to satisfy the requirements of this Section.
- (b) Assurances:
In the event that any such Proceeding disclosed to the State pursuant to this Section, or of which the State otherwise becomes aware, during the term of this Contract would cause a reasonable party to be concerned about:



- (i) the ability of Contractor (or a Subcontractor hereunder) to continue to perform this Contract in accordance with its terms and conditions, or
- (ii) whether Contractor (or a Subcontractor hereunder) in performing Services for the State is engaged in conduct which is similar in nature to conduct alleged in such Proceeding, which conduct would constitute a breach of this Contract or a violation of Michigan law, regulations or public policy, then Contractor shall be required to provide the State all reasonable assurances requested by the State to demonstrate that:
 - (A) Contractor and/or its Subcontractors hereunder will be able to continue to perform this Contract and any Statements of Work in accordance with its terms and conditions, and
 - (B) Contractor and/or its Subcontractors hereunder have not and will not engage in conduct in performing the Services which is similar in nature to the conduct alleged in such Proceeding.
- (c) Contractor shall make the following notifications in writing:
 - (i) Within 30 days of Contractor becoming aware that a change in its ownership or officers has occurred, or is certain to occur, or a change that could result in changes in the valuation of its capitalized assets in the accounting records, Contractor shall notify the Office of Purchasing Operations.
 - (ii) Contractor shall also notify the Office of Purchasing Operations 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.
 - (iii) Contractor shall also notify Purchasing Operations within 30 days whenever changes to company affiliations occur.

2.272 Governing Law

This Contract shall in all respects be governed by, and construed in accordance with, the substantive laws of the State of Michigan without regard to any Michigan choice of law rules that would apply the substantive law of any other jurisdiction to the extent not inconsistent with, or pre-empted by federal law.

2.273 Compliance with Laws

Contractor shall comply with all applicable state, federal, and local laws and ordinances ("Applicable Laws") in providing the Services/Deliverables.

2.274 Jurisdiction

Any dispute arising from this Contract shall be resolved in the State of Michigan. With respect to any claim between the parties, Contractor consents to venue in Ingham County, Michigan, and irrevocably waives any objections it may have to such jurisdiction on the grounds of lack of personal jurisdiction of such court or the laying of venue of such court or on the basis of forum non conveniens or otherwise. Contractor agrees to appoint agents in the State of Michigan to receive service of process.

2.28 Environmental Provision

2.281 Environmental Provision - RESERVED

2.29 General Contract Information

2.291 Amendments

This Contract may not be modified, amended, extended, or augmented, except by in writing executed by the parties involved.

**2.292 Assignment**

- (a) Neither party shall have the right to assign this Contract, or to assign or delegate any of its duties or obligations under this Contract, to any other party (whether by operation of law or otherwise), without the prior written consent of the other party; provided, however, that the State may assign this Contract to any other State agency, department, division or department without the prior consent of Contractor and Contractor may assign this Contract to an affiliate so long as such affiliate is adequately capitalized and can provide adequate assurances that such affiliate can perform this Contract. Any purported assignment in violation of this Section shall be null and void. It is the policy of the State of Michigan to withhold consent from proposed assignments, subcontracts, or notations when such transfer of responsibility would operate to decrease the State's likelihood of receiving performance on this Contract or the State's ability to recover damages.
- (b) Contractor may not, without the prior written approval of the State, assign its right to receive payments due under this Contract. In the event of any such permitted assignment, Contractor shall not be relieved of its responsibility to perform any duty imposed upon it herein, and the requirement under this Contract that all payments shall be made to one entity shall continue.

2.293 Entire Contract; Order of Precedence

- (a) This Contract, including any Statements of Work and Exhibits, to the extent not contrary to this Contract, each of which is incorporated for all purposes, constitutes the entire agreement between the parties with respect to the subject matter and supersedes all prior agreements, whether written or oral, with respect to such subject matter and as additional terms and conditions on the purchase order shall apply as limited by **Section 2.061**.
- (b) In the event of any inconsistency between the terms of this Contract and a Statement of Work, the terms of the Statement of Work will take precedence (as to that Statement of Work only); provided, however, that a Statement of Work may not modify or amend the terms of **Sections 2.110 through 2.220** of this Contract, which may be modified or amended only by a formal Contract amendment.

2.294 Headings

Captions and headings used in this 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.

2.295 Relationship of the Parties (Independent Contractor Relationship)

The relationship between the State and Contractor is that of client and independent Contractor. No agent, employee, or servant of 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. 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.

2.296 Notices

- (a) Any notice given to a party under this Contract 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.

Lance Kingsbury, Buyer
530 W. Allegan, 2nd Floor
PO Box 30026
Lansing, MI 48909

Either party may change its address where notices are to be sent by giving notice in accordance with this Section.



- (b) **Binding Commitments**
Representatives of Contractor identified in the Contract signature page shall have the authority to make binding commitments on Contractor's behalf within the bounds set forth in such table. Contractor may change such representatives from time to time upon written notice.

2.297 Media Releases and Contract Distribution

- (a) **Media Releases:**
Neither Contractor nor the State will make any news releases, public announcements or public disclosures, nor will they have any conversations with representatives of the news media, pertaining to this Contract, the Services or this Contract without the prior written approval of the other party, and then only in accordance with explicit written instructions provided by that party. In addition, neither Contractor nor the State will use the name, trademarks or other proprietary identifying symbol of the other party or its affiliates without such party's prior written consent. Prior written consent of the Contractor must be obtained from authorized representatives.
- (b) **Contract Distribution:**
Purchasing Operations shall retain the sole right of Contract distribution to all State agencies and local units of government unless other arrangements are authorized by Purchasing Operations.

2.298 Reformation and Severability

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

2.299 Consents and Approvals

Except as expressly provided otherwise in this Contract, if either party requires the consent or approval of the other party for the taking of any action under this Contract, such consent or approval shall be in writing and shall not be unreasonably withheld or delayed.

2.300 No Waiver of Default

The failure of a party to insist upon strict adherence to any term of this 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 this Contract.

2.301 Survival

Any provisions of this Contract that impose continuing obligations on the parties including the parties' respective warranty, indemnity and confidentiality obligations, shall survive the expiration or termination of this Contract for any reason. Specific references to survival in this Contract are solely for identification purposes and not meant to limit or prevent the survival of any other section.

2.302 Covenant of Good Faith

Each party agrees that, in its dealings with the other party or in connection with this Contract, it shall act reasonably and in good faith. Unless stated otherwise in this Contract, the parties will not unreasonably delay, condition or withhold the giving of any consent, decision or approval that is either requested or reasonably required of them in order for the other party to perform its responsibilities under this Contract.

2.303 Permits

Contractor shall obtain and pay any associated costs for all required governmental permits, licenses and approvals for the delivery, installation and performance of the Services. The State shall pay for all costs and expenses incurred in obtaining and maintaining any necessary easements or right of way.

**2.304 Website Incorporation**

The 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.

2.305 Taxes

Contractors are expected to collect and pay all applicable federal, state, and local employment taxes, including the taxes defined in Section 3.022 for all persons involved in this Contract.

The State may refuse to award this Contract to any Contractor who has failed to pay any applicable State taxes.

2.306 Prevailing Wage - RESERVED**2.307 Call Center Disclosure**

Contractor and/or all subcontractors involved in the performance of this Contract providing call or contact center services to the State must disclose the location of its call or contact center services to inbound callers. Failure to disclose this information shall be a material breach of this Contract.

2.308 Future Bidding Preclusion

Contractor acknowledges that, to the extent this Contract involves the creation, research, investigation or generation of a future ITB, it may be precluded from bidding on the subsequent ITB. The State reserves the right to disqualify any bidder if the State determines that the Bidder has used its position (whether as an incumbent Contractor, or as a Contractor hired to assist with the ITB development, or as a Vendor offering free assistance) to gain a leading edge on the competitive ITB.

2.310 Reserved**2.32 Extended Purchasing****2.321 MIDEAL - RESERVED****2.322 State Employee Purchases - RESERVED****2.33 Federal Grant Requirements****2.331 Federal Grant Requirements**

The following links contain certifications and terms, which may be required for some purchases paid via Federal funds. They are included here to be utilized as required.

Lobbying Certifications are usually for agreements over \$100,000. The debarment certification is required for all agreements. The last link is where you can go and search for debarred or suspended contractors.

http://straylight.law.cornell.edu/uscode/html/uscode31/usc_sec_31_00001352----000-.html

http://www.archives.gov/federal_register/codification/executive_order/12549.html

http://www.archives.gov/federal_register/executive_orders/pdf/12869.pdf

<http://www.epls.gov/epl/servlet/EPLSSearchMain/1>



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

MICHIGAN DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
CAMP GRAYLING – GRAYLING, MI 48739

THE UNDERSIGNED DOES HEREBY CERTIFY THAT ALL SERVICES PROVIDED TO THE STATE OF MICHIGAN SHALL BE IN FULL COMPLIANCE WITH THE PUBLISHED SPECIFICATIONS OF THIS CONTRACT AND THAT ALL ARMED SECURITY GUARDS ASSIGNED TO ANY DMVA INSTALLATION FULLY MEET THE TRAINING REQUIREMENTS OF THIS CONTRACT.

CONTRACTOR ACKNOWLEDGES THAT ALL INFORMATION PROVIDED HEREIN SHALL BE AVAILABLE FOR REVIEW BY THE DMVA AND 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 CONTRACTOR AND LICENSED HOLDER IN ACCORDANCE WITH PUBLIC ACT 330 OF 1968, AS AMENDED.

NAME OF DEPUTY	BIRTH DATE	TRNG. COMPL. DATE	INSTRUCTOR'S NAME*
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____
5) _____	_____	_____	_____
6) _____	_____	_____	_____
7) _____	_____	_____	_____
8) _____	_____	_____	_____
9) _____	_____	_____	_____
10) _____	_____	_____	_____

LICENSE NUMBER _____

COMPANY NAME _____

LICENSE HOLDER SIGNATURE _____ DATE _____

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

Lance Kingsbury Buyer - DMB, Purchasing Operations	LTC James Gardiner or Timothy Reinholz DMVA – Camp Grayling Grayling, MI 48739
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*A current resume of qualification and background must be attached for each named deputy.



APPENDIX A
CERTIFICATION OF COMPLIANCE TO SPECIFICATIONS
ARMED SECURITY GUARD SERVICE
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2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____
5)	_____	_____	_____	_____
6)	_____	_____	_____	_____
7)	_____	_____	_____	_____
8)	_____	_____	_____	_____
9)	_____	_____	_____	_____
10)	_____	_____	_____	_____

LICENSE NUMBER _____

COMPANY NAME _____

LICENSE HOLDER SIGNATURE _____ DATE _____

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

Lance Kingsbury Buyer - DMB, Purchasing Operations	MSGT Timothy Marsh DMVA - Grand Ledge AASF 10600 Eaton Highway Grand Ledge, MI 48837
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*A current resume of qualification and background must be attached for each named deputy.



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

MICHIGAN DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
LANSING JFHQ INSTALLATION – 3411 N. MARTIN LUTHER KINGS JR., BLVD., LANSING, MI 48906

THE UNDERSIGNED DOES HEREBY CERTIFY THAT ALL SERVICES PROVIDED TO THE STATE OF MICHIGAN SHALL BE IN FULL COMPLIANCE WITH THE PUBLISHED SPECIFICATIONS OF THIS CONTRACT AND THAT ALL ARMED SECURITY GUARDS ASSIGNED TO ANY DMVA INSTALLATION FULLY MEET THE TRAINING REQUIREMENTS OF THIS CONTRACT.

CONTRACTOR ACKNOWLEDGES THAT ALL INFORMATION PROVIDED HEREIN SHALL BE AVAILABLE FOR REVIEW BY THE DMVA AND 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 CONTRACTOR AND LICENSED HOLDER IN ACCORDANCE WITH PUBLIC ACT 330 OF 1968, AS AMENDED.

NAME OF DEPUTY	BIRTH DATE	TRNG. COMPL. DATE	INSTRUCTOR'S NAME*
1) _____			
2) _____			
3) _____			
4) _____			
5) _____			
6) _____			
7) _____			
8) _____			
9) _____			
10) _____			

LICENSE NUMBER _____

COMPANY NAME _____

LICENSE HOLDER SIGNATURE _____ DATE _____

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

Lance Kingsbury Buyer - DMB, Purchasing Operations	LTC Gregory Durkac DMVA-Lansing JFHQ Installation 3411 N. Martin Luther King Jr. Blvd. Lansing, MI 48906
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*A current resume of qualification and background must be attached for each named deputy.



APPENDIX B

DMVA - Course of Fire

12 GAUGE SHOTGUN

Practice Fire Training

<u>Order</u>	<u>Position</u>	<u># of Rounds</u>	<u>Target</u>	<u>Range/Distance</u>
1.	Standing	1	"E" Silhouette	25
2.	Kneeling	1	"E" Silhouette	25
3.	Crouch	1	"E" Silhouette	25
3 Total Rounds				

Qualification Firing

<u>Order</u>	<u>Position</u>	<u># of Rounds</u>	<u>Target</u>	<u>Range/Distance</u>
1.	Standing	2	"E" Silhouette	25
2.	Kneeling	2	"E" Silhouette	25
3.	Crouch	2	"E" Silhouette	25
4.	Strong Side	2	"E" Silhouette	25
5.	Over Barricade Crouch	2	"E" Silhouette	25
10 Total Rounds				

Course Information:

1. Qualification Standard: 30 hits using 00 buckshot.
2. Score targets after orders 3 and 5.
3. Equip shotgun with removable boot-type recoil pad for training (optional).
4. An additional three (3) rounds are authorized for practice if necessary. Provide remedial training to personnel failing to score one hit per round of practice ammunition.



APPENDIX C – PRICING SUMMARY

DMVA – Lansing JFHQ Installation

Item	Unit	Position	Bill Rate per Hour	Total # of Hrs for 1 yr	Total Cost rate x # of hrs
1	EA	Armed Guard Supervisor	\$18.95	2,080	\$39,416.00
2	EA	Armed Guards Main Gate/Patrol	\$16.35	6,240	\$102,024.00
2a	EA	Armed Guards Main Gate/Patrol 12 Estimated Weekends	\$16.35	1,152	\$18,835.20
3	EA	Random Sweep per occurrence	\$19.51	730	\$14,242.30
SUBTOTAL:					\$174,517.50
4.5 YEAR TOTAL:					\$785,328.75

DMVA – Grand Ledge AASF

Item	Unit	Position	Bill Rate per Hour	Total # of Hrs for 1 yr	Total Cost rate x # of hrs
1	EA	Armed Guard Main Gate	\$16.19	8,760	\$141,824.40
SUBTOTAL:					\$141,386.40
4.5 YEAR TOTAL:					\$638,209.80

DMVA – Camp Grayling

ITEM	UNIT	POSITION	BILL RATE per HOUR	TOTAL # OF HRS for 1 YR	TOTAL COST RATE X # OF HRS
1a	EA	Armed Guard Supervisor	\$15.73	2080	\$32,718.40
1b	EA	Armed Guard Lead Worker's	\$15.73	4160	\$65,436.40
1c	EA	Armed Guard Main Gate	\$15.73	8760	\$137,794.80
2a	EA	Armed Guard Airfield Gate	\$15.73	2560	\$40,268.80
2b	EA	Armed Guard 14 Extra weeks	\$15.73	1568	\$24,664.64
3a	EA	Armed Guard Roving Patrol	\$15.73	8760	\$137,794.80
4a	EA	Armed Guard South Access Gate	\$15.73	4160	\$65,436.80
4b	EA	Armed Guard MATES	\$15.73	3278	\$51,562.94
TOTAL:					\$555,677.98



APPENDIX D

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

For example, the state would expect to see a lower bill rate if a bidder is awarded five locations of work versus only one location in this region.

Fill out the following tables. See section 1.6 of the ITB - Compensation and Payment for details.

Annual Billing	Proposed Percent Discount (%)
\$0-\$199,999	-
\$200,000 – \$399,999	0.10%
\$400,000 – \$599,999	0.15%
\$600,000 – \$799,999	0.25%
\$800,000 – \$999,999	0.35%
\$1,000,000 and up	0.50%

Multiple Locations	Proposed Percent Discount (%)
2	0.10%
2-3	0.15%
3-4	0.25%
4-5	0.35%
6+	0.50%
Other:	-



APPENDIX E – Specific Duties per Location

Camp Grayling

An estimated total of 22 guard employees at the Camp Grayling location, who float throughout the posts to include Main Base, MATES, and the Airfield as follows:

1. Main B Post Installation Entry Control: Each shift shall have three (3) armed guards per shift with one (1) supervisor or lead worker, one (1) roving patrol, and one (1) EIC for a total of three (3) guards per shift at main entry, each eight (8) hour shift, 24 hours per day, seven (7) days per week, 365 days a year.

There shall be a shift supervisor/lead armed guard during each eight (8) hour shift, seven (7) days a week, 52 weeks a year. The installation supervisor shall be required to work only 40 hours per week, eight (8) hours per week will be used for administrative work. The shift supervisor and lead worker individual(s) shall perform duties as day, afternoon, and midnight shift supervisor/lead armed guard. The shift supervisor will work in coordination with the installation commander or POC at Camp Grayling. This position will serve as a dual role capacity as an armed guard and/or site supervisor/lead worker. The site supervisor must carry a cellular telephone at all times and must be available to be contacted 24 hours per day, seven (7) days a week, 52 weeks a year. The cellular telephone will be provided by the Contractor at no additional cost to the employee or the State. In the event the site supervisor is unavailable due to vacation or an unforeseen emergency, the site supervisor shall appoint a lead worker to serve within this capacity. The telephone number will be provided to the installation commander or POC by the Contractor.

- a. Total hours of coverage needed at Main Base Post Entrance/Master Alarm for one (1) site supervisor, five (5) days per week, eight (8) hours per day, Monday -Friday (40 hours per week) = 2,080 hours per year.
 - b. Total hours of coverage needed at Main Base Post Entrance/Master Alarm for one (1) lead worker(s) per shift (when site supervisor is not on-duty), seven (7) days per week, 365 days per year = 6,656 hours per year.
 - c. Total hours of coverage needed at Main Post Entrance/Master Alarm for one (1) armed guard, 24 hours per day, seven (7) days per week, 265 days per year = 8,760 hours per year.
2. Grayling Army Air Field entrance shall be manned by one (1) employee, 8:00am – 4:00pm, one shift, eight (8) hours per day, seven (7) days per week, 365 days a year.

During high intensity training period or special events (to be determined by installation commander or POC), two (2) additional employees will be required to provide 24 hours per day, seven (7) days per week, for an estimated 14 weeks. This schedule, as it becomes available, will be coordinated by the installation commander or POC and the Contractor.

- a. Total hours of coverage needed for Grayling Air Field, One (1) armed guard, eight (8) hours per day, seven (7) days per week, 365 days per year = 2,920 hours per year.
 - b. These services will be performed as needed: Total additional hours of coverage needed for Grayling Army Air Field, two (2) armed guards, 24 hours per day, seven (7) days per week, 14 estimated weeks (98 estimated days) = 3,136. This includes the high intensity training period coverage or special events.
3. Roving patrol, 24 hours per day, seven (7) days per week, 365 days a year.

The roving patrol will be provided with a cellular telephone by the Contractor at no additional cost to the employee or the State. This cellular telephone must be available at all times while the roving guard is on patrol, 24 hours per day, seven (7) days a week, 52 weeks a year. The telephone number will be provided by the Contractor to the installation commander or POC.

- Total hours of coverage needed for roving patrol, 24 hours per day, seven (7) days per week, 365 days per year = 8,760 hours per year. This consists of approximately 100,000 miles per year.
4. Maneuver and Training Equipment Site (MATES) manned by one (1) employee, 24 hours per day, seven (7) days per week, 365 days a year.



- Total hours of coverage needed for MATES, 24 hours per day, seven (7) days per week, 365 days per year = 8,760 hours per year.

NOTE: The Installation Commander or designated POC may give additional written or oral instructions.

Each of the above shifts shall include a paid 30-minute lunch break taken on the premises. The Contractor shall provide a properly trained relief guard to provide coverage during lunch breaks as uninterrupted service is required. Lunch periods shall be staggered so that only one (1) guard is at lunch at a time and guards shall respond to emergency situations that may occur during their lunch break.

Shift hours are as follows with an unpaid 30 minute meal break. Shift hours will be discussed between the Installation Commander, or the POC, and the Contractor:

- * 0700-1500 (day shift)
- * 1500-2300 (afternoon shift)
- * 2300-0700 (midnight shift)

* Note: Shift times do not include Post Associated Times.

Grand Ledge Army Aviation

Grand Ledge Army Aviation shall be manned by two (2) armed guards, 24 hours per day, seven (7) days per week, 365 days a year (staggered shifts are listed below).

- Total hours of coverage needed for Grand Ledge Army Aviation, two (2) armed guard, 24 hours per day, seven (7) days per week, 365 days per year = 17,520 hours per year.

Installation Armed Security Guard Services Shifts:

1. One (1) armed security guard per day 0600 - 1400
 2. One (1) armed security guard per day 1400 - 2200
 3. One (1) armed security guard per day 2200 - 0600
-
1. One (1) armed security guard per day 0730 - 1530
 2. One (1) armed security guard per day 1530 - 2330
 3. One (1) armed security guard per day 2330 - 0730

Armed guard coverage to be provided 24 hours per day, seven (7) days per week, 365 days per year.

One half (½) hour prior to the end of the first guard's shift, the second guard shall perform a building security check. The first guard shall remain at the monitoring station until relieved.

Weekends and Holidays – 24 guard hours per day with half (½) hour paid lunch taken on the premises. Approximately 115 days per year.

The Contractor shall provide trained and qualified on-duty armed security guards distributed among three (3) shifts from the first day of performance through completion of this Contract.

Guard shall man and operate the building(s) security system to include the monitoring of remote cameras, motion detectors, and building entrance systems. Guard will log and report any system faults or deficiencies to the AASF Security Officer/NCO.

Guard shall man the main vehicle entrance during hours to be determined by FPCON and AASF work schedules. Verify the identity and business of all visitors, ensure that all visitors sign in and out, prepare accident reports, and maintain a record of daily activities. FPCON may require identity verification of all persons entering the compound and vehicle searches.

Guard shall patrol all grounds including external buildings and internal areas during hours when the main gate is not manned. Guard will ascertain that all doors, windows, and gates are locked securely and that no unauthorized personnel are on the premises.



Observe for fire. If fire exists, contact fire department and attempt to extinguish. Identify potential fire hazards and take appropriate action to eliminate or make recommendation for elimination. Answer telephone when facilities are closed and enter calls into log. Assist callers as appropriate. Assist employees and visitors as appropriate in case of illness or injury.

Lansing JFHQ Installation

1. The supervisor position will serve for both Lansing and Grand Ledge installations designated as one (1) regional manager/supervisor armed guard who shall be appointed by the Contractor to possess the responsibility as floating regional manager/supervisor armed guard, as necessary, for each installation for on-site floating supervision. This position will service in a dual role capacity as an armed guard and site manager/supervisor. Total hours of coverage needed for regional manager/supervisor armed guard for one (1) regional manager/supervisor armed guard, five (5) days per week, eight (8) hours per day, Monday-Friday (40 hours per week) = 2,080 hours per year.

This individual shall be available during each shift, five (5) days a week, 52 weeks per year. However, will only be required to work 40 hours per week, eight (8) hours per day; eight (8) hours per week can be utilized for administrative work, if necessary. The regional manager/supervisor(s) armed guard shall perform duties during the day, afternoon, and/or midnight shifts as necessary. The regional manager/supervisor armed guard will work in coordination with the installation commander or POC at each location and will be required to meet with the installation commander or POC on a weekly basis or upon request. This position will serve as a dual role capacity as regional manager/supervisor and possess the same qualifications required of an armed guard. The regional manager/supervisor must carry a cellular telephone at all times and must be available to be contacted 24 hours per day, seven (7) days a week, 52 weeks a year. The cellular telephone will be provided by the Contractor at no additional cost to the employee or the State. In the event the regional manager/supervisor is unavailable due to vacation or an unforeseen emergency, the site supervisor shall appoint a back-up to serve within this capacity. The telephone number will be provided to the installation commander or POC by the Contractor.

2. Lansing JFHQ Installation Gate (Main Gate) and foot patrol in and around the installation complex – Two (2) armed employees: each shift, 6:00 am to 6:00 pm per day, (15 minute shift change required) five (5) days per week (Monday through Friday excluding Federal Holidays), 52 weeks per year (6,240 estimated total hours per year). In addition, 24 estimated weekends per year (1,152 estimated hours). Total estimated coverage of Lansing JFHQ Installation Main Gate/Patrol = 7,392 hours per year.
3. Lansing JFHQ Installation Random Sweep shall be conducted between the hours of 9:00 pm and 3:00 am, seven (7) days per week, 365 days per year, and will be no less than 90 minutes nor greater than 2 hours. Patrol grounds checking external windows, doors and gates. **Start times for random sweeps must fluctuate each day so that time patterns are not established.** Unless otherwise directed by the site administrator or designee, buildings must be entered to secure windows and doors manually or with computer security system. Buildings on the Installation include the MURC, CSMS, USPFO, RFSC, RFSC North, and the VA. Any security deficiencies discovered during the random sweep will be reported to the Joint Operations Center (JOC) prior to departure. All details must be logged. Report any crime in progress to Lansing Police Department and DMVA representative. Observe for fire and if exists, contact fire department and DMVA representative.

One of the JFHQ Installation Main Gate Guards on duty during the day shall patrol the installation grounds, external buildings and internal areas at random intervals to ascertain that all doors, windows and gates are properly secured, ensure that no unauthorized personnel are on the premises, check to ensure arms vaults are secure, and check installation perimeter fence for gaps and disrepair. Patrol activities will be conducted a minimum of twice daily and will be logged at each occurrence. Contact police and/or supervisor and DMVA representative when necessary.

The Site Administrator or designee may give additional written or oral instructions to the guards and/or supervisor. Radios will be provided by the DMVA.

Each of the above shifts shall include an un-paid lunch break not to exceed 30 minutes in duration; however, the Contractor shall provide a properly trained relief guard to provide coverage during lunch breaks as uninterrupted service is required. Although lunch breaks are un-paid, the Contractor will be compensated at the quoted hourly rate for the time the relief guard is providing coverage in the absence of the primary guard.

Note: Relief shall be provided by the regional manager/supervisor at front desk and/or main gate as necessary (this will be discussed with Contractor). The Contractor shall maintain a log of all foot patrol check points as performed.