

**STATEMENT OF WORK  
SECURITY GUARD SERVICES  
INVITATION TO QUALIFY (ITQ) CONTRACT**

**OVERVIEW:** The purpose of this Security Guard Services ITQ contract is to qualify responsible and responsive Contractors to address the requirements of the Commonwealth of Pennsylvania agencies for Security Guard Services. This contract will provide using agencies with the ability to purchase these services directly from Security Guard Service providers based on the Counties where they are willing to provide service. The Department of General Services (DGS) has identified this contract as one which will be made available for COSTARS members' participation, see additional language regarding COSTARS contained in the terms and conditions.

**ISSUING OFFICE:** This ITQ Contract is managed and administered by the Commonwealth of Pennsylvania, Department of General Services, Bureau of Procurement. All inquiries should be referred to:

Kelly Warnick, Commodity Specialist  
Department of General Services Bureau  
of Procurement  
555 Walnut Street, 6<sup>th</sup> Floor  
Harrisburg, PA 17101-1914  
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**QUALIFICATIONS:** Contractors interested in becoming an ITQ Contractor must meet the following requirement. Failure to meet the below requirement will result in the application being rejected. Each Contractor that meets the minimum qualifications will be awarded a contract. Award of a contract to a Contractor is not a guarantee of business.

- A. Contractors must provide documentation showing two (2) years of experience in Security Guard Services.
- B. Contractors must select the county(ies) in which they can serve.

**SERVICE CATEGORIES:** Contractors will need to choose the appropriate commodity code(s) to qualify for this contract. Contractors will select the appropriate code(s) under the Business Details section of the qualification process. The Commonwealth may add additional commodity codes as the need arises. The table below lists the appropriate commodity code and description of each service category.

COMMODITY CODE	DESCRIPTION OF SERVICE CATEGORY
92120000- ITQ-410 Level 1: Unarmed Guard	Guards shall be trained in basic security guard duties and must have attained a minimum age of twenty-one (21) years of age and shall have sufficient knowledge of civil law to conduct prescribed guard service. Must possess an High School Diploma/GED and the ability to read and understand and apply printed rules and detailed orders, ability to meet and deal with the general public. Must be a United States Citizen, be bonded through the contract vendor, possess a valid driver's license for sites that require roaming to operate vehicles and be physically able to conduct their assigned duties. Must speak, read, and write

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	<p>English fluently, possess the ability to communicate effectively, must be able to write clear, accurate detailed reports, maintain tour (shift) logs as required, have the ability to read, understand direction, and apply policies, rules, and detailed orders.</p> <p>Services Include: Provide personnel screening, visitor processing, package screening and controlling/patrolling area(s) while maintaining one’s poise and self-control under stress and be able to intercede when needed in disorderly behavior, accidents and be capable of self-defense to ward off a potential attacker or to protect others.</p> <p>Guards may be required to carry batons, cell phones, radio equipment and other equipment while on duty and <u>always</u> carry and/or display company identification, while on State property and must have a working knowledge of intrusion devices, facilities system locations, significance of trouble/fire alarm signal indicators, fire hydrants, fire extinguishers and proper use of the same. Operation of licensed motor vehicles may also be required.</p>
<p>92120000-ITQ-401 Level 1: Unarmed Guard</p> <p><b>DGS Certified Small Business Only</b></p>	<p>Guards are to be responsible for screening: personnel, visitors and packages. They will monitor and control all surrounding areas of assigned facility. Assisting in the protection of all occupants is required.</p>
<p>92120000-ITQ-411 Level 2: Armed Guard</p>	<p>Guards shall be trained in basic security guard duties and must have attained a minimum age of twenty-one (21) years of age and shall have sufficient knowledge of civil law to conduct prescribed guard service. Must possess an High School Diploma/GED and the ability to read and understand and apply printed rules and detailed orders, ability to meet and deal with the general public. Must be a United States Citizen, be bonded through the contract vendor, possess a valid driver's license for sites that require roaming to operate vehicles and be physically able to conduct their assigned duties. Must speak, read, and write English fluently, possess the ability to communicate effectively, must be able to write clear, accurate detailed reports, maintain tour (shift) logs as required, have the ability to read, understand direction, and apply policies, rules, and detailed orders.</p> <p>Shall be proficient in the use and safe handling of a firearm and qualified by Act 235 Lethal Weapons Certification. All armed guards shall have received training and licensing in accordance with Act 235 of the General Assembly of the Commonwealth of Pennsylvania, October 10, 1974, as amended (Lethal Weapons Training) and such training and licenses as may be required under laws now in effect or may be enacted later.</p>

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	<p>Services Include: Provide personnel screening, visitor processing, package screening and controlling/patrolling area(s) while maintaining one's poise and self-control under stress and be able to intercede when needed in disorderly behavior, accidents and be capable of self-defense to ward off a potential attacker or to protect others.</p> <p>May be required to carry batons, cell phones, radio equipment and other equipment while on duty and <u>always</u> carry and/or display company identification, while on State property and must have a working knowledge of intrusion devices, facilities system locations, significance of trouble/fire alarm signal indicators, fire hydrants, fire extinguishers and proper use of the same. Operation of licensed motor vehicles may also be required.</p> <p>Pistols shall be carried at all times while on duty. At no time is the Pistol to be concealed. Shotguns or rifles are prohibited</p>
<p>92120000-ITQ-402 Level 2: Armed Guard</p> <p><b>DGS Certified Small Business Only</b></p>	<p>Guards are to be responsible for screening: personnel, visitors and packages. They will monitor and control all surrounding areas of assigned facility. Assisting in the protection of all occupants is required</p> <p>Shall be proficient in the use and safe handling of a firearm and qualified by Act 235 Lethal Weapons Certification. All armed guards shall have received training and licensing in accordance with Act 235 of the General Assembly of the Commonwealth of Pennsylvania, October 10, 1974, as amended (Lethal Weapons Training) and such training and licenses as may be required under laws now in effect or may be enacted later.</p> <p>Pistols shall be carried at all times while on duty. At no time is the Pistol to be concealed. Shotguns or rifles are prohibited.</p>

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<p>92120000-ITQ-412 Level 3: Armed Enhanced Guard</p>	<p>Guards shall be trained in basic security guard duties and must have attained a minimum age of twenty-one (21) years of age and shall have sufficient knowledge of civil law to conduct prescribed guard service. Must possess an High School Diploma/GED and the ability to read and understand and apply printed rules and detailed orders, ability to meet and deal with the general public. Must be a United States Citizen, be bonded through the contract vendor, possess a valid driver's license for sites that require roaming to operate vehicles and be physically able to conduct their assigned duties. Must speak, read, and write English fluently, possess the ability to communicate effectively, must be able to write clear, accurate detailed reports, maintain tour (shift) logs as required, have the ability to read, understand direction, and apply policies, rules, and detailed orders.</p> <p>Shall have a minimum of one (1) year experience as Law Enforcement Officer or Military Service or college degree with a majority of courses focused on police science, police evidence and law, criminology and general law. Demonstrate proficiency in the operation and use of shotguns and rifles, including AR-15 Style rifle.</p> <p>Shall be proficient in the use and safe handling of a firearm and qualified by Act 235 Lethal Weapons Certification. All armed guards shall have received training and licensing in accordance with Act 235 of the General Assembly of the Commonwealth of Pennsylvania, October 10, 1974, as amended (Lethal Weapons Training) and such training and licenses as may be required under laws now in effect or may be enacted later.</p> <p>Services Include: Provide personnel screening, visitor processing, package screening and controlling/patrolling area(s) while maintaining one's poise and self-control under stress and be able to intercede when needed in disorderly behavior, accidents and be capable of self-defense to ward off a potential attacker or to protect others.</p> <p>May be required to carry batons, cell phones, radio equipment and other equipment while on duty and <u>always</u> carry and/or display company identification, while on State property and must have a working knowledge of intrusion devices, facilities system locations, significance of trouble/fire alarm signal indicators, fire hydrants, fire extinguishers and proper use of the same. Operation of licensed motor vehicles may also be required.</p> <p>Must carry authorized weapons including rifle or shotgun, as required.</p>
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<p>92120000-ITQ-403 Level 3: Armed Enhanced Guard</p> <p><b>DGS Certified Small Business Only</b></p>	<p>Guards are to be responsible for screening: personnel, visitors and packages. They will monitor and control all surrounding areas of assigned facility. Assisting in the protection of all occupants is required</p> <p>Shall be proficient in the use and safe handling of a firearm and qualified by Act 235 Lethal Weapons Certification. All armed guards shall have received training and licensing in accordance with Act 235 of the General Assembly of the Commonwealth of Pennsylvania, October 10, 1974, as amended (Lethal Weapons Training) and such training and licenses as may be required under laws now in effect or may be enacted later.</p> <p>Demonstrate proficiency in the operation and use of shotguns and rifles, including AR-15 Style rifle.</p> <p>Must carry authorized weapons including rifle or shotgun, as required</p>
<p>92120000-ITQ-413 Level 4: K-9 Guard</p>	<p>Guards shall be trained in basic security guard duties and must have attained a minimum age of twenty-one (21) years of age and shall have sufficient knowledge of civil law to conduct prescribed guard service. Must possess an High School Diploma/GED and the ability to read and understand and apply printed rules and detailed orders, ability to meet and deal with the general public. Must be a United States Citizen, be bonded through the contract vendor, possess a valid driver's license for sites that require roaming to operate vehicles and be physically able to conduct their assigned duties. Must speak, read, and write English fluently, possess the ability to communicate effectively, must be able to write clear, accurate detailed reports, maintain tour (shift) logs as required, have the ability to read, understand direction, and apply policies, rules, and detailed orders.</p> <p>Shall be proficient in the use and safe handling of a firearm and qualified by Act 235 Lethal Weapons Certification. All armed guards shall have received training and licensing in accordance with Act 235 of the General Assembly of the Commonwealth of Pennsylvania, October 10, 1974, as amended (Lethal Weapons Training) and such training and licenses as may be required under laws now in effect or may be enacted later.</p> <p>Shall have a minimum of one (1) year experience as a K9 Law Enforcement Officer or Federal Customs Canine Officer. Experience in inspecting buildings and vehicles for contraband, weapons and maintaining public order and crowd control. Must handle and control trained K9s with the appropriate level of aggression and maintain agility, strength, and stamina required to conduct K9 duties. Also, must be able to make quick decisions and adhere to K9 enforcement policies.</p> <p>Services Include: Provide personnel screening, visitor processing, package screening and controlling/patrolling area(s) while maintaining one's poise and self-control under stress and be able to intercede when needed in disorderly</p>

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	<p>behavior, accidents and be capable of self-defense to ward off a potential attacker or to protect others.</p> <p>May be required to carry batons, cell phones, radio equipment and other equipment while on duty and <u>always</u> carry and/or display company identification, while on State property and must have a working knowledge of intrusion devices, facilities system locations, significance of trouble/fire alarm signal indicators, fire hydrants, fire extinguishers and proper use of the same. Operation of licensed motor vehicles may also be required.</p> <p>Pistols shall be carried at all times while on duty. At no time is the Pistol to be concealed. Shotguns or rifles are prohibited.</p> <p>Training) and such training and licenses as may be required under laws now in effect or may be enacted later.</p> <p>Shall have a minimum of one (1) year experience as a K9 Law Enforcement Officer or Federal Customs Canine Officer.</p> <p>Pistols shall be carried at all times while on duty. At no time is the Pistol to be concealed. Shotguns or rifles are prohibited.</p>
<p>92120000-ITQ-404 Level 4: K-9 Guard</p> <p><b>DGS Certified Small Business Only</b></p>	<p>Guards are to be responsible for screening: personnel, visitors and packages. They will monitor and control all surrounding areas of assigned facility. Assisting in the protection of all occupants is required</p> <p>Shall be proficient in the use and safe handling of a firearm and qualified by Act 235 Lethal Weapons Certification. All armed guards shall have received training and licensing in accordance with Act 235 of the General Assembly of the Commonwealth of Pennsylvania, October 10, 1974, as amended (Lethal Weapons Training) and such training and licenses as may be required under laws now in effect or may be enacted later.</p> <p>Shall have a minimum of one (1) year experience as a K9 Law Enforcement Officer or Federal Customs Canine Officer.</p> <p>Pistols shall be carried at all times while on duty. At no time is the Pistol to be concealed. Shotguns or rifles are prohibited.</p>

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<p>92120000-ITQ-414 Level 5: Site Supervisor Guard</p>	<p>Must have attained a minimum age of twenty-one (21) years of age, shall have a minimum of one (1) year Guard Supervisory experience, or a two (2) year college degree with much of the courses focused on police science, police evidence, law, criminology, general law and experience in managing personnel in which occupant or premise safety was a prime responsibility. In addition, shall be trained in basic security guard duties and must have attained a minimum age of twenty-one (21) years of age and shall have sufficient knowledge of civil law to conduct prescribed guard service. Must possess a High School Diploma/GED and the ability to read and understand and apply printed rules and detailed orders, ability to meet and deal with the general public. Must be a United States Citizen, be bonded through the contract vendor, possess a valid driver's license for sites that require roaming to operate vehicles and be physically able to conduct their assigned duties. Must speak, read, and write English fluently, possess the ability to communicate effectively, must be able to write clear, accurate detailed reports, maintain tour (shift) logs as required, have the ability to read, understand direction, and apply policies, rules, and detailed orders.</p> <p>Services Include: Monitoring electronic surveillance equipment, assign staff to respective duties, patrol, guard, etc., oversees the transfer of accused offenders to the custody of law enforcement personnel and works with staff to develop safety plans for the sites/buildings and conducts periodic safety drills for occupants.</p>
<p>92120000-ITQ-405 Level 5: Site Supervisor Guard</p> <p><b>DGS Certified Small Business Only</b></p>	<p>Site Supervisor Guard is to be responsible for the oversight of all Security Guards, security related functionality and equipment, protocols and safety.</p>

**REQUEST FOR QUOTES (RFQ) PROCEDURES:** Commonwealth Agencies will issue an RFQ to qualified Contractors, through the Commonwealth’s Custom Portal, powered by the JAGGAER system. Contractors will respond to the RFQ in the system. The requesting Agencies may require the qualified Contractors to furnish, upon request, additional documentation in the RFQ. The qualified Contractors selected for the RFQ process will receive a Purchase Order (PO) and will supply the service to meet the specific requirements as indicated in the RFQ.

**NOTE REGARDING RENEWALS AND PRICE INCREASES:** If any agency plans on renewals being a part of their award, then renewal language stating the option for price increases may occur at the annual renewal

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of the purchase order must be written into the agency's Statement of Work and agreed upon with the supplier and the Commonwealth of Pennsylvania Agency.

**If the issuing agency wants to allow overtime to be paid, the agency should include those specifics in its RFQ and set up their PO to account for it.**

Agencies will exercise a scoring method based upon the criteria set forth in the RFQ. The Scoring Methods are defined as follows:

- Best Value
  - Refers to the process of selecting the quote which provides the greatest value to the agency based on evaluating and comparing all pertinent criteria, including cost, so that the Contractor whose overall proposal best suits the agency's needs is selected for each individual project; and
- Low Cost
  - Refers to the lowest cost quoted from all proposals received that are deemed both responsive and responsible for the project.