

Bidder/Offeror: _____

**THIS PAGE IS TO BE FILLED OUT AND RETURNED WITH YOUR BID. FAILURE TO DO SO
MAY SUBJECT YOUR BID TO REJECTION.**

ATTENTION

Federal Employer Identification Number or alternate identification number
(e.g., Social Security Number) is used for internal processing, including bid tabulation.

Enter ID number here: _____

Pursuant to N.C.G.S. 132-1.10(b) this identification number shall not be released to the public.

This page will be removed and shredded, or otherwise kept confidential,
before the procurement file is made available for public inspection.

**STATE OF NORTH CAROLINA
REQUEST FOR PROPOSALS**

RFP # 54-DO-10812591

TITLE: Uniformed, Unarmed Security Services

USING AGENCY: N. C. Department of Transportation / Safety & Risk Management – Security Section

ISSUE DATE: Oct. 09, 2009

ISSUING AGENCY: N. C. Department of Transportation
Purchasing Division
Danny Oliver
401 Oberlin Road
Raleigh, N.C. 27605

Sealed Proposals subject to the conditions made a part hereof will be received until **2:00 p.m., Tuesday, December 08, 2009** for furnishing services described herein.

SEND ALL PROPOSALS DIRECTLY TO THE ISSUING AGENCY ADDRESS AS SHOWN BELOW:

<u>DELIVERED BY ANY OTHER MEANS</u>
RFP NO. 54-DO-10812591 N.C. Department of Transportation Purchasing Division 401 Oberlin Road, Suite 250 Raleigh, NC 27605

IMPORTANT NOTE: Indicate firm name and RFP number on the front of each sealed proposal envelope or package, along with the date for receipt of proposals specified above.

Proposals submitted via telegraph, facsimile (FAX) machine, telephone, and electronic means, including but not limited to e-mail, in response to this Request for Proposals will not be acceptable.

Direct all inquiries concerning this RFP to: **Danny Oliver**
North Carolina Department of Transportation
Purchasing Division
401 Oberlin Road, Suite 250
Raleigh, North Carolina 27605
Ph #(919) 715-4230, Fax #(919) 715-8743
dloliver@ncdot.gov

A MANDATORY PREPROPOSAL CONFERENCE/SITE VISIT for all prospective Offeror's is scheduled for **9:00 A.M., Tuesday, November 24, 2009** at the Transportation Building, 1 South Wilmington Street, Raleigh, North Carolina, 27601. Attendance at this conference is a prerequisite for consideration of an Offeror's proposal. Prospective Offeror's are encouraged to submit written questions in advance, **by e-mail or fax to Danny Oliver**. **During** the pre-proposal conference, a tour will be conducted of the Transportation Building's **basement and 1st floor**. Floor plans of additional DOT facilities will be distributed to familiarize the Offeror's with the facilities/property. All contractors attending the conference must sign in and out, **returning all floor plans** at the end of the **preproposal conference**. Please be prompt. Late arrivals will not be allowed to attend the conference and tour once it has begun. You must enter the Transportation Building at the Main Entrance (Wilmington Street) have a picture I.D. and sign in at the security officer's desk. You will then be directed to the Board Room. Parking at the Transportation Building is limited. Therefore, we will have parking spaces signed as "Reserved Meeting" on New Bern Place. You are encouraged to car pool. A summary of all questions and answers will be posted on the Internet as an addendum, located under the RFP number being modified.

It is the offeror's responsibility to assure that any and all addenda that may be issued via the interactive purchasing system are reviewed, signed and returned complete by due date/time.

VENDOR REGISTRATION AND SOLICITATION NOTIFICATION SYSTEM: Vendor Link NC allows vendors to electronically register free with the State to receive electronic notification of current procurement opportunities for goods and services available on the Interactive Purchasing System. Online registration and other purchasing information are available on our Internet web site: <[HTTP://PANDC.NC.GOV/](http://PANDC.NC.GOV/).

E-PROCUREMENT APPLICATION

ATTENTION: General information on the e-procurement service can be found at:

<http://eprocurement.ncgov.com/>

This is not an e-procurement solicitation. By signature offeror acknowledges acceptance of all terms and conditions, including those related to e-procurement.

Within two days after notification of award of a contract, the vendor must register in NC E-Procurement @ Your Service (<http://vendor.ncgov.com>).

DEBARMENT CERTIFICATION

The bidder certifies to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

HAZARDOUS SUBSTANCE AND/OR OIL SPILLS

Contractors hired by the Department of Transportation shall be responsible for any costs (direct or indirect) associated with damage and/or cleanup of a hazardous substance and/or oil spill caused by the Contractor or his agent. This responsibility shall extend to freight carriers who were hired by the Contractor to deliver the commodity or service to the Department. While on Department premises, the Contractor shall comply with all Local, State, and Federal requirements for the proper handling of hazardous substances and/or oil.

For the purpose of this section hazardous substances shall be defined as any substance, other than oil, which when discharged in any quantity may present an imminent and substantial danger to the public health or welfare. Oil shall be defined as any oil of any kind and in any form, including, but specifically not limited to, petroleum, crude oil, diesel oil, fuel oil, gasoline, lubrication oil, oil refuse, oil mixed with other waste, oil sludge, petroleum related products or by-products, and all other liquid hydrocarbons, regardless of specific gravity, whether singly or in combination with other substances.

In addition, the Contractor agrees to indemnify and hold the Department harmless against all claims, liabilities, and costs, including attorneys' fees, incurred in the defense of any claim brought against the Department resulting from such a spill.

TABULATIONS

The Division has implemented an Interactive Purchasing System (IPS) that allows the public to retrieve bid tabulations electronically from our Internet Web Site: <<http://www.pandc.nc.gov/>>. Click on the IPS BIDS icon, click on Search for Bid, enter the bid number, and then search. Tabulations will normally be available at this web site no later than one working day after the opening. Lengthy tabulations may not be available on the Internet, and requests for these verbally or in writing cannot be honored.

UNIFORMED, UNARMED SECURITY SERVICES

INTRODUCTION

The contractor is to provide complete and efficient unarmed, uniformed, security service, including reasonable labor, equipment, vehicle and necessary supervision to insure that employees, visitors, facility, and parking area of the required locations, are properly protected.

BACKGROUND

The NC Department of Transportation is responsible for providing an efficient unarmed, uniformed security service to insure that employees, visitors, customers, facilities, and parking areas are properly protected.

CONTRACT PERIOD

The term of this contract will be for (1) year beginning February 23, 2010 or date of award, whichever is later and ending February 22, 2011. At the option of the NC Department of Transportation, the contract may be renewed for two (2) additional one (1) year periods (maximum of three (3) years total). All changes must be agreed to in writing and confirmed by change order.

PAYMENT

The Contractor will submit an invoice, with time sheets or source document, to the NC Department of Transportation, Safety & Risk Management, Security Section Unit. Payment to the Contractor will be made within thirty (30) days after receipt and approval of an acceptable invoice for services rendered.

AWARD

All qualified proposals will be evaluated and acceptance made of the proposal judged by the Contracting Agency to constitute the best value offered for the purpose intended. Evaluation will be based on the Contractor's qualifications, experience, references, past performance, labor supply, cost and overall ability to perform the services required.

CANCELLATION

This contract may be canceled at any time by reason of unsatisfactory performance or other default of the contractor upon five (5) days prior written notice by the Contracting Agency. Contractor may cancel the contract by giving sixty (60) days prior written notice. Such notice by the Contractor should in no way be construed as taking away the right of the Contracting Agency to cancel for unsatisfactory performance.

INDEMNIFICATION

The Contractor agrees to indemnify and hold harmless the NC Department of Transportation and its employees from claims, suits, actions, damages and cost of every name and description arising out of or resulting from the performance of this Contract.

PAY SCALE

The minimum pay rate for security officers will begin at \$8.25 per hour.

The minimum pay rate for on-site security supervisors will begin at \$11.35 per hour.

PRICE INCREASE

The compensation payable to the Contractor hereunder shall be fixed for the first twelve (12) months of this contract. However, upon application, 60 days prior to the end of the 12th month, the contract may be adjusted to reflect the increase in the consumer price index for the previous calendar year, as published by the U.S. Bureau of Labor Statistics. If the amount of the increase is more than ten percent (10%), the Contracting Agency reserves the right to cancel this contract.

PERFORMANCE GUARANTEE

Upon notification of award by the State of North Carolina the contractor shall, within 14 calendar days, be required to furnish a performance bond of 100% of the annual contract price to ensure full and complete performance of the contract. Such bond shall be issued by a surety company, which is licensed to do business in the State of North Carolina and is acceptable to the State. In case of default by the contractor, the Contracting Agency may procure the services from other sources and hold the Contractor responsible for excess cost occasioned through default. The contractor will be assessed any costs or damages due the Contracting Agency. The Contractor will be liable for any damages due and for any excess costs of obtaining the services for the balance of their original contract period or twelve (12) months whichever is less.

DEFAULT

Failure to satisfactorily perform the services required by the contract will be grounds for the Contracting Agency to declare the Contractor in default.

BID PROPOSAL

Compensation for all labor, materials, equipment, freight and any other incidentals to complete the project shall be included in the hourly rate(s).

CHANGES/CORRECTIONS

Changes in any entry in the Bid Submittal Package shall be made by marking through the entry in ink **(whiteout is not allowed on bid documents)** and making the correct entry adjacent thereto in ink. A representative of the Bidder shall date and initial the change in ink.

REJECTION OF BIDS

Any bid submitted which fails to comply with any of the requirements contained herein shall be considered irregular and may be rejected.

CRIMINAL BACKGROUND, PSYCHOLOGICAL, AND DRUG SCREENING

It is the policy of the NC Department of Transportation to provide a safe environment for State employees to work. Therefore, the Contractor must have a criminal background check, psychological and integrity tests, and urine drug screening made on each employee assigned to work on state property. All requirements of the NC Private Protective Services will be met prior to working on state property. Proof of compliance with the NC Private Protective Services is required for each officer posted at NC DOT facilities/property.

GENERAL CONTRACT SERVICE SPECIFICATIONS

The Contractor will furnish the items listed below:

1. The Contractor shall provide transportation, equipment, supplies, and supervision to perform the services in a manner that is satisfactory to the Contracting Agency.
2. The Contractor is expected to conduct the contract operations in a professional manner and to supply unarmed uniformed security services.
3. The Contractor shall have available approximately 45 unarmed uniformed security guards, which must include one (1) on-site security supervisor and one (1) on site assistant security supervisor. The actual number of security officers, may adjust up or down, as requirements may change.
4. The Contractor shall provide communication equipment compatible with that of the NC Department of Transportation (Nextel). The cost of communication equipment per officer shall be included in the hourly rate.
5. The Contractor shall provide one (1) golf cart, which will be necessary at the Equipment & Maintenance Yard. Cost of vehicle shall be included in the hourly rate.
6. The Contractor shall provide paycheck direct deposit, subsidized health insurance and holiday pay.
7. The contractor shall provide a current Private Protective Services License for the State of North Carolina.

CONTRACTOR EMPLOYEE POLICY

THE CONTRACTOR AGREES TO BE RESPONSIBLE FOR AND SHALL PROVIDE SUPERVISION OF ALL ITS EMPLOYEES WORKING UNDER THIS CONTRACT. THE CONTRACTOR SHALL ASCERTAIN THAT ALL ITS EMPLOYEES ABIDE BY THE FOLLOWING RULES:

1. They shall be of good integrity and character with no criminal background or positive drug screening.
2. They shall abide by rules and regulations set forth by the State of North Carolina and the Contracting Agency, which affect the performance of the work. Any Contractor's employee(s) who fails to abide by these or other rules established by the Contracting Agency will be immediately removed from the job and replaced.
3. They shall meet all requirements of Chapter 74-C of the North Carolina Private Protective Services Act.
4. They shall be age 21 or over. Any exceptions will be approved by the DOT Security Manager.
5. They shall wear a distinct, properly fitting, and clean uniform, provided by the Contractor, at all times while on the premises. Uniform requirements may vary from post to post.
6. It is the discretion of the Security Manager to accept a security officer for work in a NC Department of Transportation facility.
7. They shall have a minimum of four (4) hours on site training before working at any location.

8. The Contractor shall provide a replacement **officer** within two (2) hours from the time of notification when emergency scheduling is needed due to illness or unforeseen circumstances.
9. They shall not disturb or remove any property from the premises, regardless of its value or permission.
10. They shall keep and leave work area clean and neat. Eating is not permitted at security workstation.
11. They shall not leave assigned post until relieved by another security **officer** nor shall they have visitors on site.
12. They shall maintain a friendly customer service atmosphere.
13. They shall use computers, telephones, and other equipment for security work only. The computers, telephones, and other equipment are not for personal use. Emergency personal calls should be kept to a minimum.
14. They shall report to the on site Supervisor and/or DOT Security Manager any damage to equipment issued, i.e. computer, telephone, radio, and keys.
15. They shall have a NC Department of Transportation ID badge issued. They are required to wear the NC Department of Transportation ID badge at all times while they are on NC Department of Transportation property. They are required to badge in when they arrive for work, badge out when they go to lunch and badge back in after lunch. They are also required to badge out at the end of their shift. All NC Department of Transportation ID badges are the property of NC Department of Transportation. All ID's are to be returned to the client if an officer no longer works or is removed from a NC Department of Transportation location.

REQUIREMENTS FOR SECURITY OFFICERS

1. All service shall be followed according to instructions set forth in the Standard Operating Procedures Manual provided by NC Department of Transportation.
2. Make physical inspections of building and grounds as set forth in the Standard Operating Procedures Manual and make a record of rounds. Make presence known during NC Department of Transportation regular work hours by touring the interior and exterior area of the buildings.
3. They shall use entry door access control. Ensure 100% compliance with employee, contractor and visitor access control policy and procedures as set forth by the site requirements.
4. They shall have interaction with PC programs. They must have basic knowledge of Microsoft Office applications and be capable of operating those applications using a mouse and/or keyboard. They are required to operate PC based video surveillance equipment to monitor activity throughout the facility.
5. They shall use card access computer programs. They will be responsible for viewing card access activity, verifying visitors and employees, report access card or equipment problems.
6. They shall perform PC data input duties and writing of reports. They will be responsible for issuing temporary employee ID badges and visitor badges. Entering visitor badges into a visitor access database. Write shift log entries and incident reports.

7. They shall be responsible for passing down new and temporary post instructions.
8. They shall perform security console monitoring and be physically able to perform roving patrol duties. This includes monitoring critical systems, which include, but are not limited to video surveillance, access control, fire alarm, environmental, etc. Notify and dispatch designated personnel to respond to these alarm conditions.
9. Raise and lower flags as instructed in the Standard Operating Procedures Manual.
10. Report any building maintenance problems, such as light out, door difficulties, roof/ceiling leaks, etc., on log sheet and contact the Maintenance office. Problems that could result from building and property damage needs to be reported immediately.
11. During a power outage, all building doors must be locked manually. Notices are to be posted on doors regarding the power outage. When power is restored, unlock the building doors and take down notices.
12. Perform other security duties that may be assigned in written post orders or oral assignment by the Supervisor or Manager.
13. In case of fire, bomb threats, natural catastrophes, or other emergencies, the security officer will contact the NCDOT Security Manager and Supervisor immediately and perform related duties as set forth in the Standard Operating Procedures Manual and verbal instructions from the Manager.
14. Wear clean uniforms in good condition showing company logo, name tag and card access ID badge. No hats are to be worn inside building.
15. A good personal hygiene is a must.

REQUIREMENTS FOR SECURITY OFFICER SUPERVISOR AND ASSISTANT

1. Supervisor and assistant shall have interaction with advanced PC programs including email communications applications. They must have basic knowledge of Microsoft Office applications and be capable of operating those applications using a mouse and/or keyboard. They are required to operate PC based video surveillance equipment to monitor activity throughout the facility. Supervisor and Assistant Supervisor will have complete knowledge of all security officers responsibilities and Standard Operating Procedures Manual.
2. Supervisor and/or Assistant Supervisor shall prepare daily summary reports for facility and/or Security Manager.
3. Supervisor and/or Assistant Supervisor must ensure hiring compliance by the security company prior to any new security officers posting at location which would include full compliance with the Private Protective Services Agency.
4. Supervisor and/or Assistant Supervisor must be available and easily contacted during each 24-hour period for emergent and non-emergent situations. If Supervisor and Assistant Supervisor are unavailable, contract company must provide an additional contact.
5. Supervisor and/or Assistant Supervisor must make sure all security officers are trained properly and conduct their responsible duties in the proper and correct manner.
6. Supervisor and/or Assistant Supervisor are to verify each security officer is at their post each day. The Supervisor and/or Assistant Supervisor will document this verification.

7. Supervisor and/or Assistant Supervisor must be capable of learning to use security equipment already in place (radios, computer with card access, fire alarm systems, etc.)
8. Supervisor and/or Assistant Supervisor must be able to understand and follow all rules and regulations, standard operating procedures, and verbal instructions given by the Security Manager.
9. Supervisor and/or Assistant Supervisor must be able to talk clearly, speak clear English, and use appropriate two-way radio language.
10. Supervisor and/or Assistant Supervisor must be able to walk and/or stand for extended periods of time.
11. Supervisor and/or Assistant Supervisor must be customer friendly.
12. Supervisor and/or Assistant Supervisor are to keep the Security Manager informed at all times to any emergency situations, significant staffing problems, vacant post, etc.

BUILDINGS TO HAVE SECURITY OFFICERS:

Security coverage and all services will vary from five (5) to seven (7) days a week, including holidays, for specified buildings and sites. All buildings and sites are subject to a reduction or increase in security coverage. Schedules will be defined as specified. (see Attachment 1)

If additional coverage is needed at any other NC Department of Transportation facility, Contractor will be paid at the same price per hour established by this contract. NC Department of Transportation will give the Contractor three (3) days notice of such requirements barring no emergencies.

Security for designated NC Department of Transportation facilities during State holidays to be provided by the Contractor. Contractor will pay premium holiday hourly rate to Security Officers assigned to NC Department of Transportation facilities.

A list of State holidays will be provided each year. State holidays are from one (1) to three (3) days.

State Holidays Include

New Year's Day	One Day (1)
Martin Luther King, Jr.'s Birthday	One Day (1)
Good Friday	One Day (1)
Memorial Day	One Day (1)
Independence Day	One Day (1)
Labor Day	One Day (1)
Veteran's Day	One Day (1)
Thanksgiving	Two Days (2)
Christmas	Two (2) to Three(3) Days

BUILDING DATA AND STATISTICS

1. Location: **Transportation Building**
1 South Wilmington Street
Raleigh, NC 27601

Gross Square Feet: 196,542
Number of Floors: 7
Number of Occupants: 900
Number of Entrances: 15

2. Location: **Century Center Building A**
1000 Birch Ridge Road
Raleigh, NC 27610

Gross Square Feet: 96,000
Number of Floors: 1
Number of Occupants: 600
Number of Entrances: 13

3. Location: **Century Center Building B**
1020 Birch Ridge Road
Raleigh, NC 27610

Gross Square Feet: 128,000
Number of Floors: 1
Number of Occupants: 800
Number of Entrances: 17

4. Location: **Division of Motor Vehicles**
1100 New Bern Avenue
Raleigh, NC 27610

Gross Square Feet: 191,000
Number of Floors: Old Building – 5
Annex – 3
Number of Occupants: 1,700
Number of Entrances: 14

5. Location: **Fleet and Material Management Unit**
4809 and 5105 Beryl Road.
Raleigh, NC 27611

Gross Square Feet: Buildings – 20,000
Number of Floors: One Floor in all Buildings
Number of Entrances: Approximately total – 20
Number of Occupants: 400

6. Location: **Atlantic Ave - PDEA**
4701-116 Atlantic Ave
Raleigh, NC 27604

Gross Square Feet: 29,215
Number of Floors: 1
Number of Entrances: 4
Number of Occupants: 125

7. Location: **Raney Building**
104 Fayetteville Street Mall
Raleigh, NC 27601

Gross Square Feet: 42,534
Number of Floors: 4
Number of Entrances: 3
Number of Occupants: 200

8. Location: **New Hope Center**
4101 Capital Boulevard
Raleigh, NC 27604

Gross Square Feet: 60,477
Number of Floors: 1
Number of Entrances: 25
Number of Occupants: 200

PROCUREMENT PROCESS

The following is a general description of the process by which a firm will be selected to provide services.

1. Request for Proposals (RFP) is issued to prospective contractors.
2. A preproposal conference and/or deadline for written questions is set. (see cover sheet of this RFP for details.)
3. Proposals in **one original** and **one copy** will be received from each offeror in a sealed envelope or package. Each original shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.
4. All proposals must be received by the issuing agency not later than the date and time specified on the cover sheet of this RFP.
5. At that date and time the package containing the proposals from each responding firm will be opened publicly and the name of the offeror and cost(s) offered will be announced. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of an offeror's pricing position.
6. At their option, the evaluators may request oral presentations or discussion with any or all offerors for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, offerors are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the offeror.
7. Proposals will be evaluated according to completeness, content, experience with similar projects, ability of the offeror and its staff, and cost. Award of a contract to one offeror does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous to the State.

In addition to any other evaluation criteria identified in the State agency's solicitation document, the agency shall, for purposes of evaluating proposed or actual contract performance outside of the United States, consider the following factors to ensure that any award will be in the best interest of the State:

- Total cost to the State
- Level of quality provided by the vendor
- Process capability across multiple jurisdictions
- Protection of the State's information and intellectual property
- Availability of pertinent skills
- Ability to understand the State's business requirements and internal operational culture
- Risk factors such as the security of the State's information technology
- Relations with citizens and employees
- Contract enforcement jurisdictional issues

8. Offerors are cautioned that this is a request for offers, not a request to contract, and the State reserves the unqualified right to reject any and all offers when such rejection is deemed to be in the best interest of the State.

PROPOSAL REQUIREMENTS

The response to this RFP shall consist of the following sections:

1. Corporate Background and Experience
2. Project Staffing and Organization
3. Outsourcing

1. Corporate Background and Experience

This section shall include background information on the organization and should give details of experience with similar projects. A list of references (including contact persons and telephone numbers) for whom similar work has been performed shall be included.

2. Project Organization

This section must include the proposed staffing, deployment, and organization of personnel to be assigned to this project.

The Offeror shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

3. Outsourcing

The Vendor must detail the manner in which it intends to utilize resources or workers located outside of the United States, and the State of North Carolina will evaluate the additional risks, costs and other factors associated with such utilization to make the award for this proposal as deemed by the awarding authority to be in the best interest of the State.

For any proposed or actual utilization or contract performance outside of the United States, the Offeror's proposal must include:

- a. The location of work performed under a state contract by the vendor, any subcontractors, employees, or other persons performing the contract.
- b. The corporate structure and location of corporate employees and activities of the vendors, its affiliates or any subcontractors.

The State may initiate proceedings to debar a vendor from participation in the bid process and from contract award as authorized by North Carolina law, if it is determined that the vendor has refused to disclose or has falsified any information provided herein.

COST PROPOSAL/EXECUTION OF PROPOSAL

By submitting this proposal, the potential contractor certifies the following:

This proposal is signed by an authorized representative of the firm.
It can obtain insurance certificates as required within 10 calendar days after notice of award.
The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.
All labor costs, direct and indirect, have been determined and included in the proposed cost.
The offeror has attended the **mandatory** conference/site visit and is aware of prevailing conditions associated with performing these services.
The offeror can and will provide the specified performance bond or alternate performance guarantee.
The potential contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions.
The offeror is registered in NC E-Procurement @ Your Service or agrees to register within two days after notification of contract award.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within 60 days from the date of the opening, to furnish the subject services for the prices quoted below beginning February 23, 2010:

1. Normal 24 Hours Per Day Hourly Rate \$ _____

2. Holiday and Overtime Hourly Rate \$ _____

OFFEROR: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____ FAX: _____

E-MAIL: _____

Principal Place of Business if different from above (See General Information on Submitting Proposals, Item 18.):

Will any of the work under this contract be performed outside the United States?

☐ Yes

☐ No

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COST PROPOSAL/EXECUTION OF PROPOSAL continued:

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

BY: _____ TITLE: _____

DATE: _____

(Signature)

(Printed name)

ACCEPTANCE OF PROPOSAL

Agency: NC Department of Transportation, Raleigh, N.C. 27601

BY: _____ TITLE: _____

DATE: _____

THESE PAGES (Page #14 and #15) MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.

Unsigned proposals will not be considered.

CONTRACTOR DATA

Name: _____

Address: _____

Business Phone Number: _____

24-Hour Pager Number: _____

Answering Service Local/Toll Free Number: _____

Cell Phone Number: _____

Facsimile (FAX) Number: _____

Date Firm Established: _____ Service Experience (years): ____

Check One: Proprietorship: _____ Partnership: _____ Corporation/Inc.: _____

Indicate if other than Large Business: (As defined under Special Interest Group Definition)

Minority Owned _____ Woman Owned _____ Handicap/Disabled Owned _____ Small _____

Name of individual authorized to answer questions concerning the information contained herein:

Name: _____ Telephone No.: _____

Name of designated management person to contact after award of contract:

IF CHANGED, THE CONTRACTING AGENCY MUST BE NOTIFIED WITHIN FIVE DAYS.

SPECIAL INTEREST GROUP DEFINITIONS:

Minority Owned – 51% owned and controlled by minority group member (Black, Asian, Hispanic, American Indian)

Women Owned – 51% owned and controlled by women

Handicap/Disabled Owned – 51% owned and controlled by a physically handicapped person

Small – Less than 100 employees and yearly sales less than \$500,000

THIS PAGE MUST BE COMPLETED AND INCLUDED IN THE PROPOSAL

Prospective Contractor's References

Prospective Contractor must supply three references of government agencies and/or private firms for whom he/she has provided the services requested in this RFP on a contract basis during the last two years:

Agency or Firm Name _____

Business Address _____

Mailing Address _____

Contact Person _____

Telephone _____

Agency or Firm Name _____

Business Address _____

Mailing Address _____

Contact Person _____

Telephone _____

Agency or Firm Name _____

Business Address _____

Mailing Address _____

Contact Person _____

Telephone _____

Where Service Contracts Will Be Performed

In accordance with NC General Statute 143-59.4 (Session Law 2005-169),
this form is to be completed and submitted with the offeror's (technical) proposal/bid.

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Issuing Agency: NC Department of Transportation
Solicitation # 54-DO-10812591
Agency Contact: Danny Oliver
Phone: 919-715-4230
Solicitation Title / Type of Services: Uniformed, Unarmed Security Services

OFFEROR: _____
City & State: _____

Location(s) from which services will be performed by the contractor:

Service	City/Providence/State	Country
_____	_____	_____
_____	_____	_____
_____	_____	_____

Location(s) from which services are anticipated to be performed outside the U.S. by the contractor:

_____	_____	_____
_____	_____	_____

Location(s) from which services will be performed by subcontractor(s):

Service	Subcontractor	City/Providence/State	Country
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Location(s) from which services are anticipated to be performed outside the U.S. by the subcontractor(s):

_____	_____	_____	_____
_____	_____	_____	_____

(Attach additional pages if necessary.)

GENERAL INFORMATION ON SUBMITTING PROPOSALS

1. **EXCEPTIONS:** All proposals are subject to the terms and conditions outlined herein. All responses shall be controlled by such terms and conditions and the submission of other terms and conditions, price lists, catalogs, and/or other documents as part of an offeror's response will be waived and have no effect either on this Request for Proposals or on any contract that may be awarded resulting from this solicitation. Offeror specifically agrees to the conditions set forth in the above paragraph by signature to the proposal.
2. **CERTIFICATION:** By executing the proposal, the signer certifies that this proposal is submitted competitively and without collusion (G.S. 143-54), that none of our officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that we are not an ineligible vendor as set forth in G.S. 143-59.1. False certification is a Class I felony.
3. **ORAL EXPLANATIONS:** The State shall not be bound by oral explanations or instructions given at any time during the competitive process or after award.
4. **REFERENCE TO OTHER DATA:** Only information which is received in response to this RFP will be evaluated; reference to information previously submitted shall not be evaluated.
5. **ELABORATE PROPOSALS:** Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired.

In an effort to support the sustainability efforts of the State of North Carolina we solicit your cooperation in this effort.

It is desirable that all responses meet the following requirements:

- All copies are printed **double sided**.
 - All submittals and copies are printed on **recycled paper with a minimum post-consumer content of 30%** and indicate this information accordingly on the response.
 - Unless absolutely necessary, all proposals and copies should **minimize or eliminate use of non-recyclable or non-reusable materials** such as plastic report covers, plastic dividers, vinyl sleeves, and GBC binding. Three-ringed binders, glued materials, paper clips, and staples are acceptable.
 - Materials should be submitted in a format which allows for **easy removal and recycling** of paper materials.
6. **COST FOR PROPOSAL PREPARATION:** Any costs incurred by offerors in preparing or submitting offers are the offerors' sole responsibility; the State of North Carolina will not reimburse any offeror for any costs incurred prior to award.
 7. **TIME FOR ACCEPTANCE:** Each proposal shall state that it is a firm offer which may be accepted within a period of 60 days. Although the contract is expected to be awarded prior to that time, the 60 day period is requested to allow for unforeseen delays.
 8. **TITLES:** Titles and headings in this RFP and any subsequent contract are for convenience only and shall have no binding force or effect.
 9. **CONFIDENTIALITY OF PROPOSALS:** In submitting its proposal the offeror agrees not to discuss or otherwise reveal the contents of the proposal to any source outside of the using or issuing agency, government or private, until after the award of the contract. Offerors not in compliance with this provision may be disqualified, at the option of the State, from contract award. Only discussions authorized by the issuing agency are exempt from this provision.
 10. **RIGHT TO SUBMITTED MATERIAL:** All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the offerors shall become the property of the State when received.
 11. **OFFEROR'S REPRESENTATIVE:** Each offeror shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.
 12. **SUBCONTRACTING:** Offerors may propose to subcontract portions of the work provided that their proposals clearly indicate what work they plan to subcontract and to whom and that all information required about the prime contractor is also included for each proposed subcontractor.
 13. **PROPRIETARY INFORMATION:** Trade secrets or similar proprietary data which the offeror does not wish disclosed to other than personnel involved in the evaluation or contract administration will be kept confidential to the extent permitted by NCAC T01:05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL". Any section of the proposal which is to remain confidential shall also be so marked in boldface on the title page of that section. Cost information may not be deemed confidential. In spite of what is labeled as confidential, the determination as to whether or not it is shall be determined by North Carolina law.

14. **HISTORICALLY UNDERUTILIZED BUSINESSES:** Pursuant to General Statute 143-48 and Executive Order #150, the State invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.
15. **PROTEST PROCEDURES:** When an offeror wants to protest a contract awarded by the Secretary of Administration or by an agency over \$25,000 resulting from this solicitation, they must submit a written request to the State Purchasing Officer at Purchase and Contract, 1305 Mail Service Center, Raleigh, NC 27699-1305. This request must be received in the Division of Purchase and Contract within thirty (30) consecutive calendar days from the date of the contract award. When an offeror wants to protest a contract awarded by an agency or university resulting from this solicitation that is over \$10,000 but less than \$25,000 for any agency, or any contract awarded by a university, they must submit a written request to the issuing procurement officer at the address of the issuing agency. This request must be received in that office within thirty (30) consecutive calendar days from the date of the contract award. Protest letters must contain specific reasons and any supporting documentation for the protest. Note: Contract award notices are sent only to those actually awarded contracts, and not to every person or firm responding to this solicitation. Contract status and Award notices are posted on the Internet at <http://www.pandc.nc.gov/>. All protests will be handled pursuant to the North Carolina Administrative Code, Title 1, Department of Administration, Chapter 5, Purchase and Contract, Section 5B.1519. (See Protest Information at <http://www.pandc.nc.gov/protests.pdf> for more information.)
16. **TABULATIONS:** The Division has implemented an Interactive Purchasing System (IPS) that allows the public to retrieve bid tabulations electronically from our Internet web site: <http://www.pandc.nc.gov/>. Click on the IPS BIDS icon, click on Search for Bid, enter the RFP number, and then search. Tabulations will normally be available at this web site not later than one working day after opening. Lengthy tabulations may not be available on the Internet, and requests for these verbally or in writing cannot be honored.
17. **VENDOR REGISTRATION AND SOLICITATION NOTIFICATION SYSTEM:** Vendor Link NC allows vendors to electronically register free with the State to receive electronic notification of current procurement opportunities for goods and services available on the Interactive Purchasing System. Online registration and other purchasing information are available on our Internet web site: <http://www.pandc.nc.gov/>.
18. **RECIPROCAL PREFERENCE:** G.S. 143-59 establishes a reciprocal preference law to discourage other states from applying in-state preferences against North Carolina's resident offerors. The "Principal Place of Business" is defined as the principal place from which the trade or business of the offeror is directed or managed.

NORTH CAROLINA GENERAL CONTRACT TERMS AND CONDITIONS
(Contractual and Consultant Services)

NOTE: For “Agency”, substitute “Department”, “University”, etc., as applicable.

1. **GOVERNING LAW:** This contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina.
2. **SITUS:** The place of this contract, its situs and forum, shall be North Carolina, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation and enforcement shall be determined
3. **INDEPENDENT CONTRACTOR:** The Contractor shall be considered to be an independent contractor and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Contractor represents that it has, or will secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with the Agency.
4. **KEY PERSONNEL:** The Contractor shall not substitute key personnel assigned to the performance of this contract without prior written approval by the Agency's Contract Administrator. The individuals designated as key personnel for purposes of this contract are those specified in the Contractor's proposal.
5. **SUBCONTRACTING:** Work proposed to be performed under this contract by the Contractor or its employees shall not be subcontracted without prior written approval of the Agency's Contract Administrator. Acceptance of an offeror's proposal shall include any subcontractor(s) specified therein.
6. **PERFORMANCE AND DEFAULT:** If, through any cause, the Contractor shall fail to fulfill in timely and proper manner the obligations under this agreement, the Agency shall thereupon have the right to terminate this contract by giving written notice to the Contractor and specifying the effective date thereof. In that event, all finished or unfinished deliverable items under this contract prepared by the Contractor shall, at the option of the Agency, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials. Notwithstanding, the Contractor shall not be relieved of liability to the Agency for damages sustained by the Agency by virtue of any breach of this agreement, and the Agency may withhold any payment due the Contractor for the purpose of setoff until such time as the exact amount of damages due the Agency from such breach can be determined.

In case of default by the Contractor, the State may procure the services from other sources and hold the Contractor responsible for any excess cost occasioned thereby. The State reserves the right to require a performance bond or other acceptable alternative performance guarantees from successful offeror without expense to the State.

In addition, in the event of default by the Contractor under this contract, the State may immediately cease doing business with the Contractor, immediately terminate for cause all existing contracts the State has with the Contractor, and de-bar the Contractor from doing future business with the State

Upon the Contractor filing a petition for bankruptcy or the entering of a judgment of bankruptcy by or against the Contractor, the State may immediately terminate, for cause, this contract and all other existing contracts the Contractor has with the State, and de-bar the Contractor from doing future business

Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

7. **TERMINATION:** The Agency may terminate this agreement at any time by 5 days notice in writing from the Agency to the Contractor. In that event, all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the Agency, become its property. If the contract is terminated by the Agency as provided herein, the Contractor shall be paid for services satisfactorily completed, less payment or compensation previously made.
8. **PAYMENT TERMS:** Payment terms are Net not later than 30 days after receipt of correct invoice(s) or acceptance of services, whichever is later, or in accordance with any special payment schedule identified in this RFP. The using agency is responsible for all payments to the contractor under the contract. Payment by some agencies may be made by procurement card and it shall be accepted by the contractor for payment if the contractor accepts that card (Visa, Mastercard, etc.) from other customers. If payment is made by procurement card, then payment may be processed immediately by the contractor.
9. **AVAILABILITY OF FUNDS:** Any and all payments to the Contractor are dependent upon and subject to the availability of funds to the Agency for the purpose set forth in this agreement.
10. **CONFIDENTIALITY:** Any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Contractor under this agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of the Agency.
11. **CARE OF PROPERTY:** The Contractor agrees that it shall be responsible for the proper custody and care of any property furnished it for use in connection with the performance of this contract or purchased by it for this contract and will reimburse the State for loss of damage of such property.

12. **COPYRIGHT:** No deliverable items produced in whole or in part under this agreement shall be the subject of an application for copyright by or on behalf of the Contractor.
13. **ACCESS TO PERSONS AND RECORDS:** The State Auditor shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7. The Contractor shall retain all records for a period of three years following completion of the contract.
14. **ASSIGNMENT:** No assignment of the Contractor's obligations nor the Contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, the State may:
- Forward the contractor's payment check(s) directly to any person or entity designated by the Contractor, or
 - Include any person or entity designated by Contractor as a joint payee on the Contractor's payment check(s).
- In no event shall such approval and action obligate the State to anyone other than the Contractor and the Contractor shall remain responsible for fulfillment of all contract obligations.
15. **COMPLIANCE WITH LAWS:** The Contractor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.
16. **AFFIRMATIVE ACTION:** The Contractor shall take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin, or disability.
17. **INSURANCE:** During the term of the contract, the contractor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the contractor shall provide and maintain the following coverage and limits:
- Worker's Compensation - The contractor shall provide and maintain Worker's Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$150,000.00, covering all of Contractor's employees who are engaged in any work under the contract. If any work is subcontracted, the contractor shall require the subcontractor to provide the same coverage for any of its employees engaged in any work under the contract.
 - Commercial General Liability - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$500,000.00 Combined Single Limit. (Defense cost shall be in excess of the limit of liability).
 - Automobile - Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles, used in connection with the contract. The minimum combined single limit shall be \$150,000.00 bodily injury and property damage; \$150,000.00 uninsured/under insured motorist; and \$1,000.00 medical payment.

Providing and maintaining adequate insurance coverage is a material obligation of the contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the contractor shall not be interpreted as limiting the contractor's liability and obligations under the contract.

18. **ADVERTISING:** The offeror shall not use the award of a contract as part of any news release or commercial advertising.
19. **ENTIRE AGREEMENT:** This contract and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements. This Request for Proposals, any addenda thereto, and the offeror's proposal are incorporated herein by reference as though set forth verbatim.
- All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.
20. **AMENDMENTS:** This contract may be amended only by written amendments duly executed by the Agency and the Contractor. The NC Division of Purchase and Contract shall give prior approval to any amendment to a contract awarded through that office.
21. **TAXES:** G.S. 143-59.1 bars the Secretary of Administration from entering into contracts with vendors if the vendor or its affiliates meet one of the conditions of G. S. 105-164.8(b) and refuse to collect use tax on sales of tangible personal property to purchasers in North Carolina. Conditions under G. S. 105-164.8(b) include: (1) Maintenance of a retail establishment or office, (2) Presence of representatives in the State that solicit sales or transact business on behalf of the vendor and (3) Systematic exploitation of the market by media-assisted, media-facilitated, or media-solicited means. By execution of the proposal document the vendor certifies that it and all of its affiliates, (if it has affiliates), collect(s) the appropriate taxes.

22. **YEAR 2000 COMPLIANCE/WARRANTY:** Vendor shall ensure the product(s) and service(s) furnished pursuant to this agreement ("product" shall include, without limitation, any piece of equipment, hardware, firmware, middleware, custom or commercial software, or internal components, subroutines, and interfaces therein) which perform any date and/or time data recognition function, calculation, or sequencing, will support a four digit year format, and will provide accurate date/time data and leap year calculations on and after December 31, 1999, at the same level of functionality for which originally acquired without additional cost to the user. This warranty shall survive termination or expiration of the agreement.
23. **GENERAL INDEMNITY:** The contractor shall hold and save the State, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this contract, and from any and all claims and losses 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 intentionally tortious acts of the contractor provided that the contractor is notified in writing within 30 days that the State has knowledge of such claims. The contractor represents and warrants that it shall make no claim of any kind or nature against the State's agents who are involved in the delivery or processing of contractor goods to the State. The representation and warranty in the preceding sentence shall survive the termination or expiration of this contract.
24. **OUTSOURCING:** Any vendor or subcontractor providing call or contact center services to the State of North Carolina shall disclose to inbound callers the location from which the call or contact center services are being provided.

If, after award of a contract, the contractor wishes to outsource any portion of the work to a location outside the United States, prior written approval must be obtained from the State agency responsible for the contract.

Vendor must give notice to the using agency of any relocation of the vendor, employees of the vendor, subcontractors of the vendor, or other persons performing services under a state contract outside of the United States.

25. **By EXECUTIVE ORDER 24**, issued by Governor Perdue, and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor). This prohibition covers those vendors and contractors who:
- (1) have a contract with a governmental agency; or
 - (2) have performed under such a contract within the past year; or
 - (3) anticipate bidding on such a contract in the future.

For additional information regarding the specific requirements and exemptions, vendors and contractors are encouraged to review Executive Order 24 and G.S. Sec. 133-32.

Executive Order 24 also encouraged and invited other State Agencies to implement the requirements and prohibitions of the Executive Order to their agencies. Vendors and contractors should contact other State Agencies to determine if those agencies have adopted Executive Order 24."

10/15/2009

NC Department of Transportation
Standard Weekly Coverage

Transportation Building		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Holiday(s)	Total Hours
1	Officer	0000 -2400	0000 -2400	0000 -2400	0000 -2400	0000 -2400	0000 -2400	0000 -2400	0000 -2400	168
2	Officers		0700 - 1600*	0700 - 1600*	0700 - 1600*	0700 - 1600*	0700 - 1600*			80
2	Officers		0800 - 1700*	0800 - 1700*	0800 - 1700*	0800 - 1700*	0800 - 1700*			80
			* 1 Hour Lunch	* 1 Hour Lunch	* 1 Hour Lunch	* 1 Hour Lunch	* 1 Hour Lunch			328

Century Center A		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Holiday(s)	Total Hours
1	Officer		0600 - 2200	0600 - 2200	0600 - 2200	0600 - 2200	0600 - 2200			40
2	Officers		0700 - 1600*	0700 - 1600*	0700 - 1600*	0700 - 1600*	0700 - 1600*			80
1	Officer		0800 - 1700*	0800 - 1700*	0800 - 1700*	0800 - 1700*	0800 - 1700*			40
			* 1 Hour Lunch	* 1 Hour Lunch	* 1 Hour Lunch	* 1 Hour Lunch	* 1 Hour Lunch			160

Century Center B		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Holiday(s)	Total Hours
1	Officer	0000 -2400		0600 - 2200	0600 - 2200	0600 - 2200	0600 - 2200	0000 -2400	0000 -2400	48
1	Officer		0700 - 1600*	0700 - 1600*	0700 - 1600*	0700 - 1600*	0700 - 1600*			80
1	Officer		0800 - 1700*	0800 - 1700*	0800 - 1700*	0800 - 1700*	0800 - 1700*			40
2	Officers		* 1 Hour Lunch	* 1 Hour Lunch	* 1 Hour Lunch	* 1 Hour Lunch	* 1 Hour Lunch			80
										248

Motor Vehicles		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Holiday(s)	Total Hours
1	Officer	0000 -2400								48
1	Officer		0000 - 0800	0000 - 0800	0000 - 0800	0000 - 0800	0000 - 0800			40
1	Officer		1600 - 0000	1600 - 0000	1600 - 0000	1600 - 0000	1600 - 0000			40
										128

New Hope Center									
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Holiday(s)	Total Hours
1 Officer	0000 -2400	0000 -2400	0000 -2400	0000 -2400	0000 -2400	0000 -2400	0000 -2400	0000 -2400	168
1 Officer	0700 -1600*	0700 -1600*	0700 -1600*	0700 -1600*	0700 -1600*	0700 -1600*			40
1 Officer	0800 -1700*	0800 -1700*	0800 -1700*	0800 -1700*	0800 -1700*	0800 -1700*			40
	*1 Hour Lunch	*1 Hour Lunch	*1 Hour Lunch	*1 Hour Lunch	*1 Hour Lunch	*1 Hour Lunch			248

Atlantic Ave - PDEA									
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Holiday(s)	Total Hours
1	Officer	0600 - 1400	0600 - 1400	0600 - 1400	0600 - 1400	0600 - 1400			40
1	Officer	1400 - 2200	1400 - 2200	1400 - 2200	1400 - 2200	1400 - 2200			40
									80

Raney Building									
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Holiday(s)	Total Hours
1	Officer	0600 - 1400 1400 - 2200	0600 - 1400 1400 - 2200	0600 - 1400 1400 - 2200	0600 - 1400 1400 - 2200	0600 - 1400 1400 - 2200			40
1	Officer	1400 - 2200	1400 - 2200	1400 - 2200	1400 - 2200	1400 - 2200			40
									80

Equipment Depot									
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Holiday(s)	Total Hours
1	Officer	0000 - 2300	1500 - 2300	1500 - 2300	1500 - 2300	1500 - 0000	0000 - 2400	0000 - 2400	47
1	Officer								41
									88