

**STATE OF ALASKA ITB NUMBER 2525S048  
AMENDMENT NUMBER ONE**

***AMENDMENT ISSUING OFFICE:***



Department of Transportation & Public Facilities  
Statewide Contracting & Procurement  
P.O. Box 112500  
(3132 Channel Drive, Room 350)  
Juneau, Alaska 99811-2500

**THIS IS NOT AN ORDER**

**DATE AMENDMENT ISSUED: 02 May, 2025**

**ITB TITLE:**

**Juneau Core Area Unarmed Security Services**

**This is a mandatory return Amendment.** *Your bid may be considered non-responsive if this signed amendment is not received [in addition to your bid] by the date and time bids are due.*

**Vendor Signature** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**The purpose of this amendment is to:**

- Provide answers to questions received
- Amend Section 2.01/Scope of Work/Services/Item 2

**Question:**

Would the Department of Transportation and Public Facilities, Division of Facilities Services permit 12-hour workdays on a week-on, week off rotational schedule provided all guards meet the ITB requirements for qualifications and coverage as outlined in the ITB?

**Answer:**

Section 2.1/Scope of Work/Services/Item 2 is amended to include:

Changes to the number of shifts and shift times may be requested by the Contractor and altered upon the written approval of the Project Manager. Security Officers will not work more than 12 hours without an eight (8) hour break in a 24 hour period.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Name:** Dan Worsham / Procurement Officer

## Juneau Core Area Unarmed Security Services

**SEC. 2.01 SCOPE OF WORK****SCOPE**

The contractor will provide all labor, tools, materials, supervision and supplies to perform onsite unarmed security services. The contractor must comply with all applicable Federal and State labor, wage and hour, safety and associated laws that have a bearing on the services provided.

The contractor will be responsible for, and incur all expenses associated with any required licenses, certifications, administrative costs, personnel training and equipment required to perform under the resulting contract.

**QUALIFICATIONS****CONTRACTOR QUALIFICATIONS**

Bidders will submit evidence with their bid that they meet or exceed the following criteria to be found responsive:

- Bidders will provide evidence of operating a business providing unarmed security services for a minimum of five (5) years.
- Bidders will possess a current Security Guard Agency Certificate issued by the Department of Public Safety in accordance with 13 AAC 60 and for all proposed onsite personnel and provide evidence of this with their bid.
- Bidders will provide a Security Officer Training Plan submitted with their bid.
- Bidders will provide professional references from a minimum of three (3) entities in which the Bidder has provided similar services within the last 10 years.
- The Contractor will submit a management plan to address all services requested in this solicitation. The management plan will include the Contractor's approach to providing the services specified in the Scope of Work.

**CONTRACTOR PROJECT MANAGER QUALIFICATIONS**

Bidders will submit evidence with their bid that the proposed Project Manager meets or exceeds the following criteria to be found responsive:

- Must be employed by bidder for a minimum of one (1) year
- Must possess a current Security Guard license in accordance with 13 AAC 60
- Must possess a Security Officer Training Course certificate
- Must submit a resume for the previous 10 years. The resume must demonstrate how the proposed person qualifies

**CONTRACTOR SECURITY OFFICER QUALIFICATIONS**

Proposed Security Officers meet or exceed the following criteria:

- Security Officers will be trained, qualified and experienced, with the physical and mental capacity to perform the required services and react effectively in enforcing order, curbing violence, protecting visitors and employees from bodily injury or harassment, and preventing theft and damage of property.
- Security Officers will possess adequate verbal communication skills to perform these duties, and the ability to read, write, and speak English.
- Security Officers will be able to perform frequent and regular patrol of specified buildings and parking areas.
- Security Officers will be able to perform prescribed duties under stressful conditions including verbal and physical confrontation.

## Juneau Core Area Unarmed Security Services

**Proposed Security Officers will meet or exceed the following criteria for the Bidder to be found responsive:**

- Must have one (1) year of applicable work experience, or 18 months of military experience with DD214 document submitted.
- Must possess current Security Officer Identification Card issued by the Department of Public Safety.
- Onsite Security Officers must have the ability to obtain a Department of Public Safety issued CJIS certificate.
- Must possess a Security Officer Training Course certificate from the Department of Public Safety in accordance with 13 AAC 60.
- Must possess First Aid, adult, child, and infant CPR, defibrillator AED certifications.
- The Bidder must submit a full resume for each proposed security officer.
- The Bidder will submit background checks for all onsite contractor personnel.

**The Bidder will submit a single document showing all qualifications for each proposed onsite Security Officer. The document will include evidence of:**

- US citizenship or resident alien
- Current Security Officer Identification Card
- Current Security Officer Training Course certificate
- First aid, adult, child, and infant CPR, defibrillator AED certifications
- State of Alaska, Department of Public Safety Criminal History Report for all onsite Security Officers
- One (1) year of applicable work experience, or 18 months of military experience with DD214 document submitted.
- A full resume for each proposed security officer

**SERVICES**

1. The Contractor will provide unarmed security services at the following locations:
  - Community Building located at 150 3<sup>rd</sup> Street, Juneau, AK 99801
  - Court Plaza Building located at 240 Main Street, Juneau, AK 99801
  - Facilities Center located at 141 Willoughby Avenue, Juneau, AK 99801
  - Alaska Office Building located at 350 Main Street, Juneau, AK 99801
  - State Office Building located at 333 Willoughby Avenue, Juneau, AK 99801
  - Diamond Courthouse located at 123 4<sup>th</sup> Street, Juneau, AK 99801
2. The Contractor will provide personnel to perform services for three (3) shifts consisting of a Roving Officer and a Surveillance/Site Lead Officer for 24 hour coverage 365 days a year, and 366 days a year on leap years.

**Changes to the number of shifts and shift times may be requested by the Contractor and altered upon the written approval of the Project Manager. Security Officers will not work more than 12 hours without an eight (8) hour break in a 24 hour period.**
3. The Contractor Project Manager will meet with the State Project Manager or Designee on a monthly basis to discuss performance under the contract.
4. The Contractor will provide all necessary uniforms and accessories for contractor personnel performing under this contract.

## Juneau Core Area Unarmed Security Services

5. The Contractor will ensure the following equipment is carried by the Security Officers:
  - Two cellphones
  - Megaphone
  - Traffic vest
  - Security hour logs
  - Flashlight
  - Digital camera (cellphones with cameras capable of recording audio and video will satisfy this requirement)
  - Black footwear
  - Raingear
  - Winter gear
  - Any items essential to performance of these services
6. Contractor supervisory personnel will conduct and document a minimum of three (3) random, unannounced inspections of security staff and operations per calendar month. Documentation of these random inspections will be submitted with the Contractor's monthly invoice.
7. The Contractor will conduct a 12 panel urinalysis drug screening for all onsite contractor personnel by a qualified third party. The drug screening will be unannounced and conducted once annually. The results of the urinalysis will be submitted to the Project Manager. All costs associated with this drug screening will be at the expense of the contractor.
8. At the request of the State, the Contractor will perform a 12 panel drug screening urinalysis by a qualified third party of any onsite Contractor personnel performing under the resulting contract. Upon request of a screening, the contractor will have 24 hours to have this performed. The results of the drug screening will be submitted to the Project Manager.
9. If any security officers are to be substituted, the contractor will provide a fully qualified person meeting the criteria stated for all security officers under this contract. The substitutions will be approved by the State Project Manager in advance and in writing prior to performing services under the resulting contract.
10. The State observes the following Holidays:
  - New Years Day
  - Martin Luther King Jr.'s Birthday
  - President's Day
  - Seward's Day
  - Memorial Day
  - Juneteenth Day
  - Independence Day
  - Labor Day
  - Alaska Day
  - Veterans Day
  - Thanksgiving Day
  - Christmas Day

## Juneau Core Area Unarmed Security Services

11. The contractor will provide and implement General Post Orders defining duties of all Security Officers on each shift in a 24 hour period.

**CONTRACTOR PROHIBITIONS**

1. Neither the Contractor, nor any Contractor personnel will disturb any State owned property or equipment, or personal belongings of any State employees.
2. Neither the Contractor, nor any Contractor personnel will use any State equipment for any reason outside of executing the duties prescribed under this scope of work.
3. Neither the Contractor, nor any Contractor personnel will discuss, or issue public statements related to events occurring in the execution of their duties under this contract. Any questions or press inquiries will be referred to the State Project Manager.

**SECURITY OFFICER REQUIREMENTS**

1. Security Officers will practice good hygiene and grooming and present a professional appearance and conduct themselves in a professional manner.
2. Security Officers will have a Department of Public Safety issued Alaska Security Officer Identification card on their persons when performing services under this contract. A copy of this card will be submitted for all onsite personnel with the bid documents.
3. Security Officers will not work more than 12 hours a day without an eight (8) hour break in a 24 hour period.
4. Security Officers will observe and report situations and will avoid escalation and conflict if possible.
5. Security Officers will address minor disputes, answer questions and assist the general public.
6. Security Officers will attempt to deescalate volatile situations and utilize minimum amount of force if a situation escalates.
7. Security Officers will respond to emergency situations and follow prescribed emergency procedures. Security Officers will contact local emergency agencies and law enforcement as appropriate.
8. Security Officers will be familiar with facilities evacuation routes and assist in evacuation in the event a facility evacuation is necessary.
9. Security Officers will prevent any attempts of unauthorized access to restricted areas or vehicles.
10. Security Officers will investigate unusual or suspicious activity.
11. Security Officers will sound appropriate alarms in the event of emergency.
12. Security Officers will report any hazardous conditions, abnormalities, or property damage to the Project Manager. Any deficiencies will also be notated in the Duty Log.
13. Security Officers will routinely monitor building surveillance cameras.
14. Security Officers will receive and hold lost and found items. Items will be turned over to the State Project Manager at the end of each day.
15. Security Officers will be knowledgeable of the rules and regulations governing the facilities and areas covered under the resulting contract. These rules and regulations will be included in the Duty Book.
16. Security Officers will maintain the Duty Log documenting the activities of each shift.
17. Security Officers will have knowledge of intrusion, surveillance and alarms within the facility.
18. Security Officers will have knowledge of fire alarm system, hydrants and fire extinguishers
19. Security Officers will monitor persons entering buildings to ensure access control and security of the facility.

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20. Security Officers will ensure all primary equipment is accounted for and in proper working order during daily rounds. A list of primary equipment for each building will be obtained through the State Project Manager.
21. Security Officers will establish patrol routes to ensure adequate security. Patrol routes will be varied to avoid creating a pattern.
22. Security Officers will, as directed by the State Project Manager, provide periodic as needed Roving Patrols to observe and report parking within the State of Alaska's parking areas.

The assigned Security Officer will legibly document all vehicles parked out of place. The Security Officer will record the make, model, license plate number and parking pass number, if present, and submit to the State Project Manager or Designee each requested round of observation and reporting.

If required, the Security Officer will issue citations to vehicles parked in violation of the State's parking policy. These citations will be issued on forms provided by and or approved by the State Project Manager.

23. Security Officers will maintain a duty log. The completed Duty Log must be submitted to the Facility Call Center by 8:00 am the following morning. The contractor will keep copies of the duty logs through the life of the contract. The duty logs will include entries of all activities that occurred during the shift, areas patrolled and inspected, required tasks performed, any special orders from the State Project Manager, any public relations contacts, access control, communications and shift change activities.
24. The Contractor will provide all necessary uniforms for contractor personnel performing under this contract. Security Officers will wear approved uniforms while performing services under the resulting contract. Uniforms must be complete, neat, clean, and professional. Inappropriate attire is not allowed. The appropriateness of Security Officer attire will be at the discretion of the State Project Manager.

Uniforms will consist of:

- A soft uniform with a dark blazer
- A button-down shirt
- Tie
- Sturdy black footwear with a professional appearance
- Dark Trousers
- A breast badge worn on the lapel pocket
- The designation "SECURITY" must be clearly visible on all uniforms at all times. The designation "SECURITY" may be displayed on a cloth or metal badge, shoulder patch, or name tag.
- The Contractor may request changes in the uniform requirements. The uniform requirements may be changed with the written approval of the State Project Manager.

25. The Contractor will provide a minimum of the following personnel on each shift:

- A Roving Officer
- Surveillance Officer/Site Lead

The Bidder's submitted Management Plan will identify each security officer's role on each shift.

26. Contractor personnel will park in the State Support Parking Lot, or may park offsite in accordance with the City and Borough of Juneau parking enforcement requirements.

The State Support Parking Lot will be the only State managed parking area available for Contractor personnel parking unless otherwise approved by the State Project Manager or Designee in writing.

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Contractor personnel wishing to park in the Support Parking Lot will be required to apply for a Division of Facilities Services issued parking permit. Contractor personnel will follow all Division of Facilities Services parking policies. Contractor personnel onsite parking privileges may be revoked if the State parking policies are not adhered to.

27. The Contractor will provide one Security Officer to act as the Surveillance Officer/Site Lead on each shift. This officer will be located at 333 Willoughby Avenue Monday through Friday from 8:00am to 4:00pm.

**STATE REQUIREMENTS**

1. The State may add or remove buildings and patrol areas as necessary. The State and Contractor may negotiate additional or reduced rates based on changes.
2. The State will provide two (2) lockers for Security Officer use.
3. The State will provide a list of all departmental contacts and their contact numbers needed to perform under the resulting contract.
4. The State may assign additional duties as required. The State and Contractor may negotiate additional or reduced rates based on changes.
5. At the discretion of the State Project Manager, any contractor personnel performing under the resulting contract may be removed at any time if found to be objectionable for any reason.