

Wyer, Dennis

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**From:** Whitehead, Jerie  
**Sent:** Tuesday, October 02, 2001 1:26 PM  
**To:** RFP Alert  
**Subject:** Request for Proposals to Design, Layout & Write a Safety & Security Policy & Procedures Manual for the Kanawha County Courthouse

## KANAWHA COUNTY COMMISSION

P. O. BOX 3627  
407 VIRGINIA STREET, EAST  
CHARLESTON, WEST VIRGINIA 25336  
(304) 357-0117

### Request for Proposals

**Re:** Design, Layout and Write a Safety & Security Policy and Procedures Manual for the Kanawha County Courthouse Building

**Date:** September 28, 2001

**Fiscal Year:** 2001-02

**Proposal Due** **Proposals must be received on or before Wednesday, October 17, 2001, at 11:00 a.m.**

**Date:** **in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, WV 25301 (P.O. Box 3627, Charleston, WV 25336)**

#### INSTRUCTIONS TO BIDDERS:

#### **\*THIS FORM MUST BE THE COVER SHEET FOR YOUR PROPOSAL**

- Proposals must be received in a sealed envelope with the date and time of the bid opening on the outside of the envelope. Faxed proposals will not be accepted.**
- Unsigned proposals will not be accepted.**
- Proposals must be F.O.B. Delivery Point, unless otherwise indicated in proposal.
- All proposals should be in ink, showing all facts and the total amount of the proposal.
- The County reserves the right to accept or reject in part or in whole any proposal submitted, whichever is in the best interest of the County.

Item No.	Quantity	Description	
	Amount		
1	1 Lot	Design, Layout and Write a Safety & Security Policy & Procedures Manual for the Kanawha County Courthouse Building	\$

Vendor Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_

# SPECIFICATIONS

## COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

**ITEM:** Design, Layout and Write a Safety & Security Policy and Procedures Manual for the Kanawha County Courthouse Building

**LOCATION:** Kanawha County Commission  
407 Virginia Street, East  
Charleston, WV 25301

<b>CONTACT:</b>	Jerie Whitehead Purchasing Director Kanawha County Commission 407 Virginia St., East P.O. Box 3627 Charleston, WV 25336 Telephone (304) 357-0115	Daniel E. Blue County Manager Kanawha County Commission 407 Virginia Street, East Charleston, WV 25336 Telephone (304) 357-0101
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**BID OPENING:** Proposals must be received in a sealed envelope, with the date and time of the bid opening on the outside of the envelope, on or before Wednesday, October 17, 2001, at 11:00 a.m., in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, West Virginia 25301 (P.O. Box 3627, Charleston, WV 25336). *Faxed proposals will not be accepted.*

**SPECIFICATIONS:** The following specifications are intended to describe a Safety & Security Policy and Procedures Manual for the Kanawha County Courthouse Building and the details contained in these specifications are not designed to exclude any vendor from bidding, but are offered as a means of describing the needs of the Kanawha County Commission. Where brand names may be used, the words Aor equal@ are assumed to follow. All specifications are minimum requirements.

1. Design, layout and write a Safety & Security Policy and Procedures Manual for the Kanawha County Courthouse Building to include, but not limited to, the following:
  - a. Security Policy Statement
  - b. Facility Layout & Security Levels
  - c. Responsibilities of Management, Security Guards & Employees
  - d. Security & Employee Training for In Briefing, Guard Training, Equipment Training, Bomb Threats/Suspicious Packages, Evacuations, HAZMAT, Natural Disaster Program, Media Communication Policy, Domestic Abuse/Workplace Violence
  - e. Personnel Hiring Program to Include a Human Resources and Security Communication Policy, Non-Disclosure Contracts, Non-Compete Contracts, Background Investigations
  - f. Personnel Termination Program to Include Human Resources and Security Prior Coordination, Data Management, Material Management, Company Property Turn-In, Password & ID Removal,

- and an Escort Program
  - g. Computer & Network Security Program is to Include Desktop Computer Use Policy, Hardware Security, Software Security, E-Mail Policy & Virus Protection, and LAN/WAN Security
  - h. Employee ID and Access Program is to Include Photo ID Badge Policy, Vehicle Parking Pass & Access to Employee Lot, Forgotten ID Program, Lost ID Program, Security Levels & Access, Access Control Readers, and Restricted Areas
  - i. Visitor Control & ID Program is to Address Prior Communication to Security, Visitor Parking Pass Program, Visitor Check-In Policy, Visitor ID Policy, Visitor Escort Policy, and Visitor Check-In Policy
  - j. Vendor Policy & Program is to Include Approved Vendor Policy, Approved Vendor List, Vendor Visit Policy, Vendor Package Clearance Program, Truck Parking Policy and Vendor Escort Policy
  - k. Weapons Control Policy is to Address a Company Weapons Policy Statement and Armed Guards
  - l. Drug Control Policy with a Company Drug Policy Statement
  - m. Guard Programs are to Address Chain of Command, a Gate Guard Program, an X-Ray Machine Policy, a Magnetometer Policy, and Employee ID Program, Employee Parking, a Visitor ID Program, Visitor Parking, Guard Tours, Spot Checks, Security Surveys & Inspections, an Executive & VIP Protection Program, Security Violations, Local Authority Cooperation Policy, Media Communication Policy, Domestic Violence Protection Program, and Reports
  - n. **This plan must completely integrate with the plan being written for the Kanawha County Judicial Annex Building and the Kanawha County Parking Facility.**
2. Provide one quote for the Courthouse. Also quote an hourly rate for additional work, reviews or changes which may be required once the final draft of the Safety & Security Policy & Procedures Manual is approved.
  3. State the amount of time necessary to complete the design, layout and to write a Safety & Security Policy and Procedures Manual for the Kanawha County Courthouse Building.
  4. To schedule a time to walk through the building, please contact Jerie Whitehead at (304) 357-0115.

### **TERMS & CONDITIONS:**

**Real Estate and Personal Property Taxes:** A No bid will be accepted or opened on any County contract if the vendor is listed on the last published list of delinquent real or personal property taxes in Kanawha County; however, the Commission will accept bids by vendors who provide satisfactory proof of payment of current taxes or a certification from the Sheriff that no taxes are due prior to submission of said bid.@

**Required Forms:** Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form. A registration form is being supplied for your convenience.

**Rejection of Bids:** The Kanawha County Commission reserves the right to reject any and/or all bids

and to waive any informalities in bidding.

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