



GUAM WATERWORKS AUTHORITY

Gloria B. Nelson Public Service Building
688 Route 15, Mangilao GU 96913

Guam Waterworks Authority Invitation for Bid Number: GWA 2019-04 For Security Services

BID AMENDMENT NO. 3 **REVISED AMENDED VERSION**

I. BID ITEM(s)

<u>Item No</u>	<u>Description</u>	<u>Qty</u>	<u>Monthly Cost</u>	<u>Annual Cost</u>
1.1a	Security Services Guard post 1 To include weekends & Government of Guam Holidays	1 guard	\$ _____	\$ _____
1.1b	Security Services- Guard post 2 Excluding Government of Guam Holidays	1 guard	\$ _____	\$ _____
1.1c	Security Services- Guard post 3 To include weekends & Government of Guam Holidays	1 guard	\$ _____	\$ _____
				\$ _____ Total Cost (3 guards)

TECHNICAL SPECIFICATIONS:

Location:

GWA's Main Building and Procurement & Supply Warehouse Yard located behind GTA Headquarters at 578 North Marine Corps Drive, Tamuning, Guam 96915.

GUARD REQUIREMENTS AND SCOPE OF WORK

During non-business hours, the GWA base yard complex is a restricted area and access to it is allowed solely for on duty GWA personnel and families of GWA personnel providing meals or engaging in other official business relative to on duty GWA personnel. This includes all areas inside the main perimeter fence including the employee parking area but does not include the customer parking between the administration building and GTA. All others shall be denied access.

A. Guard Requirements:

- A. The successful bidder must provide proper uniforms to be worn by their security personnel at all times during the time on duty at GWA which clearly identifies them as working for the successful bidder.
- B. The successful bidder must provide proper equipment (including but not limited to inclement weather gear, flashlights, portable radios and writing materials at no additional cost to GWA.
- C. The successful bidder must ensure that any guards assigned to GWA compound must have at least six (6) months in experience as a security guard or similar fields and provide proof of such to GWA prior to any person being allowed to work at GWA's compound. GWA is not to be a "training ground" for bidder's personnel.
- D. Police clearances must be provided to GWA for every guard to be assigned to GWA duty along with a 3" x 5" photo of each guard assigned to GWA in advance of their assignment.
- E. Successful bidder must provide GWA a weekly roster of assigned security personal to GWA Safety Officer and Procurement Administrator and these officials must be given notice in writing of any substitutions within 24 hours.
- F. All assigned guards must be U. S. Citizens or be authorized to work on Guam and must provide proof of such prior to being assigned to work.
- G. Guards must be at least 18 years of age.
- H. GWA may upon request include additional guards at any given time during the period contract.
- I. GWA reserves the right to amend the schedule hours/location of each Guard.

B. Scope Of Work.

Scope of work for three (3) guard post are as follows:

Guard Post 1 (Main Employee Gate)

Monday through Sunday (24 hours a day)

One (1) unarmed guard for Sentry, located at the main employee gate.
To include weekends & Government of Guam Holidays

Guard Post 2 (Customer Service Lobby)

One (1) unarmed guard for Lobby area

Monday through Friday from 7:00am to 7:00pm, excluding Government of Guam
Holidays

Saturdays from 8:00am to 2:00pm Or UNTIL CASH PICK UP

Guard Post 3 (Back area by Supply building entrance)

One (1) unarmed guard located at the Supply building


Monday through Friday from 4:30pm to 7:30am

And through the weekends from Friday 4:30pm to Monday 7:30am and all day on
Government of Guam holidays.

1. Each guard will maintain a log book that will be used as an official record of all activities that take place on GWA property and the original will be given to the GWA Security Officer upon request, as specified herein or when the book is full or the contract expires or is terminated. The specific instructions while on duty are:
 - a. The first entry on the log book will be assumption of duty indicating the date/time and name of the security guard followed by any special instruction from the Security Officer. The last entry on the log book will be the signature of the security guard. If it is a shift change, it needs to be so indicated.
 - b. Each shift guard will complete a log sheet in addition to the log book. The log sheet is to be submitted to GWA Compliance and Safety Office daily at the end of the last shift of operation (except Saturday, Sunday and Holidays when the sheets are to be submitted at the start of the first working day after such days.)
1. In addition to the name of the assigned guard, date and time in and time out, the log sheets shall collect the following information:
 - Employee Name (or family member name)
 - Employee Badge Number
 - Vehicle License Plate Number
 - Purpose of entry
 - Purpose of exit

- Duty or Work Order Number (or name of employee being visited if family member.)
 - c. Every hour check all doors, locks, windows, buildings, warehouse, and perimeter fence line to ensure there is no force entry and record the result on the log book.
 - d. The guard will not eat, drink or smoke while in the course of conducting routine inspection of the compound.
 - e. Conduct and record hourly inspection of the property including official vehicles and be especially watchful of unusual or suspicious activity.
 - f. No person except GWA employee and the security guard is allowed to dump trash at the trash container.
 - g. Immediately (5 minutes or sooner) notify GPD and the GWA Security Officer of any discovery of attempted burglary, force entry, vandalism, or the presence of unauthorized personnel in the compound.
 - h. When there is an incident involving the fire department, ambulance, or law enforcement responding to theft, fire, injury, loss of life, or the arrest of personnel, the guard will submit an incident report to the Security Officer no later than 1:00 p.m. the following day.
 - i. The Security guard shall not bring any person into the GWA compound at any time for any reason. Security personnel may be dropped off or have contact with other security employees in the GWA customer parking lot in front of the building. Family members of guards shall not loiter for any reason.
 - j. Eating, drinking and smoking shall be in a designated areas only and trash will be collected and discharged at the trash container upon relief of duty.
2. When the log book is completely filled, it shall be turned over to the GWA Security Officer, in the Compliance and Safety Office.
 3. In the event of a personal emergency, the security guard shall notify his watch supervisor for immediate relief. The guard will not abandon his post until properly relieved by his watch supervisor.

End of Bid Amendment:



Miguel C. Bordallo, P.E.
General Manager