

How to Use the Security Services, Private Investigative Services, and Fence Rental FAC93 Statewide Contract

Contract #: FAC93	Contract Duration: 11/20/15-5/31/17
MMARS #: FAC93*	Options to renew: Four (4) options for one (1) year each
Contract Manager: Jodi Paris Anastos – 617-720-3169 – jodi.parisanastos@state.ma.us	
This contract contains: Supplier Diversity Office (SDO-certified vendors) Businesses and Environmentally Preferable Products (EPP) Programs and Prompt Pay Discount Program	
Last change date: 11/24/15	

Contract Summary

This contract is for the supply and delivery of **Security Services, Private Investigative Services, and Fence Rental**. The following categories of services are available under contract:

Security Guard Services	Private Investigative Services	Fence Rental
Basic Security Guard	Private Investigator	Chain Link
Armed Guard		Chain Link w/privacy
Wanding		European Fencing
Armed Supervisor		Other Fencing Options
Patrol Car		Labor
Special Event		Sand Bags

Benefits and Cost Savings

- Prompt Pay Discount (please see FAC93 Vendor PPD table in COMMBUYS)
- Required CORI/SORI background checks
- Key Performance Indicators Documented Biannually

Who Can Use This Contract

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;

08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

Purchase Options: Services will be purchased through a fee for service agreement. A Purchase Order for the full amount of the service agreement should be entered in COMMBUYS.

P.O. FOR ONGOING SERVICES

If the price is estimated for ongoing services (weekly security services, private investigator services, etc.), then you may enter a PO for the full amount of the estimate for service agreement in COMMBUYS, and place partial receipts as you receive invoices from the vendor. In such purchase orders insert the following language in the special instructions box of the PO: “ **This Purchase Order represents the total estimated expenditure for this engagement (insert brief description), against which (identify department) will execute partial receipts in COMMBUYS upon receipt and approval of invoices, in order to record the work accomplished according to the agreed upon engagement terms.** All estimated expenditures are subject to reconciliation based on invoices rendered for agreed-upon delivery of goods and/or services.”

Further direction is available at <http://www.mass.gov/anf/docs/osd/commbuys/how-to-complete-a-partial-receipt-in-commbuys.pdf>, Job Aid.

Pricing and buying details: Details for all pricing can be found on Cost Tables located under each vendor’s name and MBPO number (see below).

- **Security Guard Services (eight (8) statewide contractors)**
- **Private Investigative Services (seven (7) statewide contractors)**
- **Fence Rental (two (2) statewide contractors)**

Security Guard Services Engagement: Entities using this contract should develop their scope of work and meet with the contractor they select to finalize and put in writing a Statement of Work (SOW). Suggested details to include in the SOW are the patrol schedule, reporting process, emergency procedures, and the schedule of guard shifts, number of guards, and supervisor. Equipment used to complete assignments should be reviewed and listed in SOW. Additionally, holiday coverage and overtime payment agreements must be detailed as part of the written SOW. Entities to request CORI/SORI background check documentation prior to assignment.

Private Investigative Services Engagement: Entities using this contract should develop their scope of work and meet with the contractor they select to finalize and put in writing a Statement of Work (SOW). Suggested details to include in the SOW are the private investigator’s schedule, progress reporting, and required documentation. Equipment used for surveillance should be reviewed and listed in SOW. Additionally, holiday coverage and overtime payment agreements must be detailed as part of the written SOW. Entities to request CORI/SORI background check documentation prior to assignment.

Fence Rental Services Engagement: Entities ordering services under this contract will produce their own written scope of work and written Statement of Work (SOW) with the Vendor. Upon assignment the vendor, must furnish all necessary labor, supervision, materials, equipment and supplies to satisfactorily install required temporary fencing and barriers **not to exceed \$10,000. Departments are cautioned not to sign any vendor rental agreements or other documents that may conflict with the Commonwealth’s contract and standard terms and conditions.** The terms of the rental are identified within this contract. Financial penalties for failure to meet the scope of work should be clearly identified within the written SOW before work begins. Fence rental terms should not exceed 6 months per engagement.

Additional Information

Departments are encouraged to submit comments or concerns to the Contract Manager regarding any occurrence which relates to a contractor's performance that does not meet the terms and conditions of the contract. Each complaint will be filed according to date, complainant, Department, contract, nature of complaint, action taken and date resolved. Department should request three quotes from vendors listed on FAC93 to ensure the best value for scope of services/statement of work (SOW) determined.

How to Place an Order Using COMMBUYS

How to place an order using the FAC93 Distributor Model [MBPO PO-16-1080-OSD03-0000006189](#)

1. Start with a New Requisition, on the General Tab, fill in all required information and make sure to check off the Solicitation Enabled check box.
2. Within the requisition, Click on the Items tab, click 'Search Items'; then click the plus sign next to Advanced Search to do an advanced search. Use FAC93 in the Description field; or enter the MBPO number in the Contract /PO# field, or in the Item Description field search " Security Services, Security Guards, Private Investigative Services, Detectives, Fence Rental.
3. Once item is added to the requisition, COMMBUYS will bring you to the Items tab and have an error message saying that the line item needs to have a value greater than 0. Click on Enter Info under the Catalog Price/Unit Cost and enter in the estimated cost. This can be hidden from the bid before sending it to the vendors.
4. Next click on the Distributor tab and select the vendors you want to solicit quotes from.
5. Attach your Statement of Work and any other pertinent documents in the Attachment tab, making sure to check the box that says Show to Vendor.
6. The Reminders tab can be used for internal reminders.
7. Review the Summary Tab, and then Submit for Approval.
8. Once approved, the Requisition will turn into a bid ready for purchasing. Once it is in this status, you will need to click Convert to Bid.
9. Once it is converted to a bid, you will go through the tabs and enter in the required information. On the Items tab you can delete the cost that was previously entered on the requisition so no estimated cost shows to the vendor, or if you leave the previously entered cost this will show to the vendor as an estimated cost.
10. Once everything is reviewed, it is then submitted for approval and sent to the vendors.
11. The vendors will then do a walk through as specified in the SOW and submit their response through COMMBUYS and the bid can then be awarded.

How to place an order using the Single Vendor MBPO. Once a quote is obtained and selected the ordering process is as follows:

1. Initiate a new requisition
2. Search for an item in the description (Use FAC93 or category list above for searching)
3. Select the vendor with whom you'll be placing the order
4. Select the appropriate category catalog line item

5. Enter the unit price and total price
6. Attach the vendor quote
7. Submit for approval

Vendor List and Contract Information

Security Services (Guards) Vendors

Alliance Detective and Security Service, Inc.	Richard Topham	617-387-1261	rtopham@alliancesecurityservice.com
Andrews International Gov. Services	Jennifer Perryman	703-592-1523	jennifer.perryman@andrewsinternational.com
Arrow Security Co., Inc.	John DeBarge, Jr.	413-732-6787	johnjr@arrowsecurity.com
Eagle Investigative Services (ESI)	Joseph Alaimo	978-382-2754	jalaimo@eagleinvestigations.com
G4S Secure Solutions, U.S.A., Inc.	Donald Giancioppo	781-425-6800	donald.giancioppo@usa.g4s.com
Internal Security Associates, LLC	Stephen Harney	508-893-9900	sharney@isa.us.com
Madison Security Group, Inc.	Michael Svizzero	978-459-5911 x 2200	mike@madisonsg.com
U.S. Security Associates	James Healey	781-953-0905	jhealey@ussecurityassociates.com

Private Investigative Service Vendors

Alliance Detective and Security Service, Inc.	Richard Topham	617-387-1261	rtopham@alliancesecurityservice.com
Defense Investigators Group, Inc.	Peggy Meyer Ducheny	800-233-0417	peggy@d-i-g.com
Eagle Investigative Services (EIS)	Joseph Alaimo	978-382-2754	jalaimo@eagleinvestigations.com
Four Seasons Investigations	Edmund S. Vogt	781-585-8648	svogt@fourseasonspi.com
Frasco, Inc.	David Anderson	877-373-7261 x 390	danderson@frasco.com
G4S Secure Solutions, U.S.A., Inc.	Donald Giancioppo	781-425-6800	donald.giancioppo@usa.g4s.com
KLIP Security Corporation	Kevin R. O'Neil	781-844-6718	kevin@klip@klipsecurity.com

Fence Rental (Subcontract)

Eagle Investigative Services (EIS)	Joseph Alaimo	978-382-2754	jalaimo@eagleinvestigations.com
Internal Security Associates, LLC	Stephen Harney	508-893-9900	sharney@isa.us.com

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Where to Obtain Important Contract Information

To obtain in depth contract information, please see the preceding table that identifies contract vendors and their award category. Next, go to www.commbuys.com, entering FAC93 in your search under contracts to see the list of vendors and price tables for Security Services, Private Investigative Services, or Fence Rental.