

ATTACHMENT C – SCOPE OF WORK

1. Contract Description

This Contract is for security services to be provided at Burnham Yard located at 800 Seminole Road, Denver, CO 80204. These services will include, but not limited to, 24 hour onsite security, seven (7) days per week; hourly patrol service for the entire property, and buildings, deter illegal activity and/or trespassing and/or removal of any homeless or transients from the property. A map of Burnham Yard is included as **Attachment F**.

HPTE expects to utilize 8,760 hours of unarmed security services per year, seven (7) days per week. These expected hours will be subject to increase or decrease at HPTE’s discretion as needed.

CDOT anticipates contract execution to occur between September 1 and October 31th, 2021.

2. Deliverables

Contractor shall provide the following Goods/Services that are required to be delivered to CDOT as part of the Work (each a “Deliverable”):

#	Deliverable	Estimated Delivery Date
1.	Two Security Guards on duty at all times – each in their own company vehicle.	
2.	Guards are to be onsite 7 days a week 24 hours a day	
3.	Guards will patrol entire property during shift	

3. Contractor Responsibilities

Contractor shall provide the following Services and/or Goods under this Contract:

A. Deliverable #1 – The selected Contractor shall provide security personnel to perform the following services under this Contract:

- 1) Insert a detailed description of all activities necessary for Contractor to complete each Deliverable, including, but not limited to the following:
 - i. Two (2) Unarmed Security Guard with a vehicle
 - ii. Guards are to be onsite 7 days a week 24 hours a day
 - iii. Guards will patrol entire property during shift

- iv. Guards will monitor access to property and ensure that only authorized vehicles and personnel are permitted onsite
- v. Guards will identify and report and if necessary, remove any illegally parked vehicles
- vi. Guards will deter illegal activity and/or trespassing and/or remove any homeless or transients from the property, as well as make sure building and property is secure and free of theft or vandalism
- vii. Guards will contact 911 as needed regarding any issues related to fire or damage to property.
- viii. Guards will report and escalate issues to both client and management teams as needed.

B. Other Requirements:

The selected vendor shall also ensure that assigned security guards:

- 1) Act professionally, maintain a positive, courteous attitude, and are well-groomed with a well-maintained appearance.
- 2) Are available 24 hours a day, seven (7) days a week, 52 weeks a year (including holidays) by telephone to respond to any issues that may arise in the performance of the requirements specified herein and respond to any such inquiries within 90 minutes and implement appropriate resolution actions.
- 3) Identify problem areas including unauthorized access and unauthorized personnel.
- 4) Identify alarms indicating possible fire, water leaks, or other problems relating to state property. Report any issues immediately to the HPTE Project Manager.
- 5) Identify safety hazards. Report any issues immediately to the HPTE Project Manager.
- 6) Interact with police/fire personnel in emergency situations.
- 7) Guards shall have no less than 12 months' prior experience in the role of security guard. Additionally, all assigned security personnel shall hold a current and valid City of Denver Merchant Guard License and the Selected Vendor shall hold a valid Merchant Guard Company License, or security guard and security guard employer licenses.
- 8) Keep trespassers and loiterers off the property, and contact law enforcement, as necessary.
- 9) Defuse conflict situations and assist with other security and safety related issues within or near the property/buildings.
- 10) When necessary, detain individuals for further investigation or arrest.
- 11) On a weekly basis, complete a Security Incident Report, which shall be completed by the security guard and submitted to the HPTE Project Manager. This report may be submitted electronically to the HPTE Project Manager

- 12) Perform other security and safety-related responsibilities that may be assigned by the HPTE Project Manager, as needed and appropriate.
- 13) Unarmed Security Guards shall meet the requirements listed below:
 - i. A minimum of five (5) years of experience effectively interacting with the general public.
 - ii. A minimum of one (1) year of valid security guard experience, prior to providing the services herein. Military service is an allowable substitution.
 - iii. Have, as necessary, the required license(s) to be a security guard in Denver.
 - iv. Be trained on non-violent verbal crisis intervention.
 - v. Have a certification in cardiopulmonary resuscitation (CPR).
 - vi. Be at least 21 years of age or older.
 - vii. Be a US citizen and legal to work in the US.
 - viii. Have a competent command of the English language and be efficient in communicating with the public and CDOT staff.
 - ix. Unarmed security personnel may carry batons and or OC/Pepper Spray.

4. CDOT Responsibilities

CDOT will provide the following:

- C. A binder for daily hand written reports and logs, however, logs may be submitted electronically as well.
- D. A call list with all emergency after-hours CDOT personnel phone numbers.
- E. CDOT Project Manager shall be responsible for concurring on emergency declarations by the vendor in writing/via email.
- F. CDOT Project Manager shall be responsible for informing the vendor in writing/via email that CDOT no longer feels an emergency condition exists and that service shall revert to standard security services.

5. Deliverable Acceptance Process

Each Deliverable shall follow the Deliverable submission process as follows:

- A. Contractor shall submit each Deliverable to CDOT for review and approval.
- B. CDOT will review the Deliverable and may direct Contractor to make changes to the Deliverable. Contractor shall make all requested changes within five (5) Business Days following CDOT's direction to make the change unless CDOT provides a longer period in writing, which cannot be after the end of the term of the Contract.

- C. Once CDOT has received an acceptable version of the Deliverable, including all changes directed by CDOT, CDOT will notify Contractor of its acceptance of the Deliverable in writing. A Deliverable shall not be deemed accepted prior to CDOT's written notice to the Contractor of its acceptance of that Deliverable.

6. Payment Process

Contractor shall invoice CDOT on a monthly basis, by the fifteenth (15th) Business Day of the month following the month for which the invoice covers. Invoices shall identify the Original Contract Routing No. Contractor shall not invoice CDOT for a month prior to the last day of that month. Contractor shall provide backup documentation supporting all charges listed on each invoice at the request of CDOT. Contractor shall submit invoices to the following address:

Colorado Department of Transportation (CDOT)
CDOT Project Manager Name
CDOT Street Address
CITY, STATE ZIP
Phone:
E-mail: