

ATTACHMENT I – VENDOR QUOTATION FORM

RFQ Number: TO-421-26-006

Vendor: _____

Authorized Representative: _____

Position/Title: _____

Phone Number: _____

E-mail Address: _____

Quoted Hourly Rate and CT (Inclusive of Administrative and/or Overhead Costs):

Preferred Frequency and Method of Payment:

Company Profile (describe here or attach as separate document):

Attach the following as separate documents:

- Company's guard training requirements and internal training process description
- Company's guard vetting process description
- Company's daily guard monitoring procedures
- Hiring qualifications
- Contact information for a minimum of two client referees

SUPPLIER AUTHORIZED REPRESENTATIVE

Signature: _____

Date: _____

ATTACHMENT II:

Statement of Work (SOW)

Normal Hours of Duty: 7:00AM - 7:00PM

Office: Contractor shall ensure that a guard, acceptable to Peace Corps/Tonga, is at post and remains on duty 12 hours a day, seven days a week, unless otherwise agreed. No guard, having served an immediately preceding 12-hour shift, shall be moved, or placed at an alternative or same Peace Corps Site. Peace Corps shall be notified prior to any change in scheduling.

Gate Operations: Workdays, Holidays, Saturdays, and Sundays – Front gate will remain open from 7 AM until 7 PM unless otherwise agreed. Interior vehicle gate will remain closed at all times except for allowing authorized vehicles and/or bicycles through. All gates will be closed and locked between the hours of 7 PM and 7:00 AM.

Daily Checklist

Opening Gate 7AM

1. Morning security checks upon arrival at start of shift:
2. Upon arrival, walk around the entire compound to check for any disturbances to property, including fencing, windows, and doors. (Be sure vehicle gate remains closed during morning inspection).
3. Inspect toilets and the kitchen for any intruders. (Call out before entering the women's toilet.)
4. Unlock gate upstairs – main entrance to the Program and Training Unit.
5. Make sure that the electric gate is working properly.

Routine Daily Services

6. Front gate operation for vehicles, staff, visitors, and volunteers.
7. Screen visitors and record "in and out" in logbook.
8. Screen all vehicles using vehicle screening mirror.
9. Coordinate with Peace Corps staff on escorting visitors within the office compound – call Admin Staff on 110 for any visitors coming in for further referral.
10. Routine perimeter security check (once per hour)
11. Maintain guard logbook for security issues and incidents.
12. Remove rubbish and keep the guard house and front gate area free of clutter and obstacles.

Closing 7:00 PM (unless otherwise agreed)

13. Check to make sure all vehicle doors are locked.
14. Check to make sure all exterior doors and gates are locked, including doors in the main building, medical unit, Volunteer Lounge and Resource Center, storage

- shed and fenced storage area. Note any doors or gates that remained unlocked during inspection.
15. Walk around the compound to be sure area is secured and lights surrounding the premises are on and working.
 16. Notify staff and Volunteers at 6:30PM, they have 30 minutes before they need to depart the compound.
 17. Notify staff and Volunteers at 6:50PM, they should start their departure from the compound.
 18. Close and lock interior and exterior gates.
 19. Notify the Duty Officer if staff or Volunteers remain on site past 7:00PM. NO staff or Volunteers have permission to stay past 7:00PM.

The Contractor's Personnel shall:

1. Take all reasonable precautions and make reasonable effort to the best of their ability and in accordance with sound industrial practices to safeguard and protect the guarded properties.
2. Follow unique instructions as provided by the contract POC, Director of Management and Operations, or Contracting Officer when reasonable and not in violation of instruction 1 above.
3. Be in uniform and ready to begin work promptly at the start of their assigned shift and shall remain on post in full uniform until the completion of their shift, or until properly relieved. When authorized to leave his assigned post, the supervisor shall provide replacement personnel.
4. Sign-in when reporting for duty and shall sign out when properly relieved. A record of arrival and departure of guards on duty shall be maintained at each post for that purpose. The record shall be the official documentation of attendance to determine the number of man hours provided to Peace Corps, upon request.
5. Remain equipped with a working flashlight and working mobile phone. Phone numbers should be on file with Peace Corps.
6. Greet every person entering the premises at the gate and clear them before they enter beyond the perimeter of the premises. Enter visitor data into the Logbook including Date, Name, Time In/Out, Purpose of Visit.
7. Contact the appropriate staff to meet *any non-staff visitors at the gate* and to accompany any visitor onto the premises, unless otherwise instructed by Peace Corps.
8. Check all exterior doors and vehicle doors and make sure they are all locked before leaving the compound.
9. Complete a walk-through of the premises upon opening the gate at 7AM, including checking inside the male and female toilets and inspect other surrounding areas for any disturbances.
10. Complete checklist for opening and closing the compound.
11. When properly relieved, inform the relieving personnel of any and all events occurring during the previous shift and note said events in the logbook.

12. In the event of an after-hours emergency involving a Volunteer or a Trainee, or an event occurring at the office, immediately contact the Duty Officer. If the Duty Officer is unavailable, the guard is to contact either the Country Director, DPT, or the DMO. Key staff contact information will be provided for guard station.
13. Notify key staff (CD, DPT, DMO) of any visitors and/or Volunteers/Trainees in the buildings during an emergency and assist in any necessary evacuation. Note the Contractor is not liable for damages caused by extraneous emergencies, (for example but not limited to civil unrest and natural disasters).

Special Note

1. All staff and Volunteers must vacate premises on time at 7PM. The Guard should notify the Duty Officer, if a staff member or Volunteer does not vacate premises within a reasonable time after 7PM.
2. The Guard may notify remaining people on premises at 6:45PM that only 15 minutes remain before close of day.
3. The guard log may be reviewed periodically by key staff.

Requirements for Supervision

The Contractor shall ensure that:

1. All personnel have received and cleared a background investigation
2. All personnel remain drug free
3. All personnel receive adequate training pertaining to their job duties and equipment necessary to carry out duties
4. Each post is visited by a Supervisor at least twice every 12 hour period, with a reasonable amount of time in between each visit.
5. All Contractor's personnel is provided and wearing adequate and appropriate uniforms and equipment.

Additional Services

Additional Guard coverage:

If additional services are needed in short term situations, Peace Corps will make effort to inform the Contractor at least two (2) days in advance, though same-day extensions are occasionally required for special events or Volunteer emergencies/medical issues. For long-term additional need (more than three hours), at least five (5) business days' notice shall be given. Such additional services shall be paid at the same hourly rate and shall be subject to the same terms and conditions of this contract.

Providing Liquidating damages for non-service:

In the event that a Contractor's guard is found asleep on the job, found to have abandoned his/her post during coverage times, arrives late for his/her shift, or departs their post prior to the end of their shift, Contractor agrees to reduce the monthly billed amount in quarter-hour increments for the length of time this situation persists. The Contractor shall make said reduction so long as the incident (including location, time, and guard involved) is reported to the Contractor's main office or to Contractor's guard supervisor within a reasonable period of time after the situation is discovered.

In the event that a Contractor's guard fails to complete duties as described in the Statement of Work, or negligence leads to an incident after hours, the Contractor agrees to reprimand the guard or dismiss the guard from the Peace Corps Office shift at the request of Peace Corps/Tonga. Peace Corps/Tonga reserves the right to give notice that a particular guard is no longer welcome in the Peace Corps Compound as a guard, effective immediately upon written notice from Peace Corps/Tonga.

Training

Occasionally, Peace Corps may be obliged to provide training and/or equipment to meet any standards specified by the Department of State Regional Security Officer.