

## **Contractor Responsibilities**

1. Contractor shall provide uniforms and name tags for all employees providing services under this contract. Uniform and nametag shall be worn at all times while on duty. Shoes and socks must be worn while on duty.
2. The Contractor shall assign only guards that meet the following criteria
  - Provide guards who meet the requirements listed in the Specifications section
  - The Contractor shall be responsible to coordinate and arrange for the completion of training of guard personnel with the Contract Administrator or his or her designated representative prior to the start of the contract period. All regularly scheduled guards must receive training from the Hawai'i State Art Museum including learning about the museum's exhibitions and artwork. Additional training may occur as scheduled. The Hawai'i State Art Museum shall pay for this training and any future training of guards that replace the original members due to job turnover or at the request of the museum. The Hawai'i State Art museum shall issue purchase orders to pay for the training of these guards and all future guards on an as needed basis.
  - Contractor must complete security criminal background checks and complete testing for illegal substances on all guard personnel assigned to site. The Contractor shall also provide only guards that meet the qualifications requirements listed under "Security Guard Qualifications."
  - The Contractor shall be responsible for all expenses for the certification (CPR expires in one (1) year, First Aid expires three (3) years), re-training and re-certification of all guard personnel assigned to the museum. The Contractor shall submit copies of the certification for guard personnel assigned to the Hawai'i State Art Museum within three (3) working days of receiving written request by the State. All guards assigned to the site shall be certified to perform CPR and First Aid no later than the start of the contract date.
3. There is no on-site parking provided. Contractor shall be responsible to provide parking for security employees if necessary.
4. Contractor will be held responsible for any repairs for equipment damaged by Contractor's employees.
5. Site keys to the No. 1 Capitol District Building shall be kept on site and shall not be taken from the premises for any reason. Contractor will be responsible for the cost of replacing keys or keysets lost by Contractors employees.

Failure to meet or assign guards that do not meet any of the responsibilities and/or qualifications shall be sufficient cause for rejection of the bid and/or cancellation of the contract.