



FULLY EXECUTED - REPRINT
Purchase Order No: 4300740709
Original PO Effective Date: 07/14/2022
PO Issue Date: **07/14/2022**
Valid From: 07/18/2022 To 06/30/2023

Your SAP Vendor #: 323473

Please Deliver To:
DHS OIM/Washington CAO - Valley District
595 Galiffa Drive First Floor
Donora PA 15033-0592 US

Supplier Name/Address:
US SECURITY CARE INC
960B HARVEST DR STE 130
BLUE BELL PA 19422-1979 US

Please Bill To:
Save time, reduce cost, get paid faster:
Email PDF invoice to 69180@pa.gov
<https://www.budget.pa.gov/Programs/Pages/e-Invoicing.aspx>

Supplier Phone Number: 215-460-4797
Supplier Fax Number: 215-542-9505

Or mail paper invoice to:
Commonwealth of Pennsylvania
PO Box 69180, Harrisburg, PA 17106

Purchasing Agent
Name: Charles Connahan
Phone: 717-783-5675
Fax: 717-787-7615

Purchase Order Description:
DHS Washington Unarmed Security Guard

This Purchase Order is issued pursuant to the referenced Contract and constitutes the Suppliers authority to deliver the item(s) referenced below at the prices stated below to the location(s) identified above in accordance with the Contract terms and conditions.

Suppliers must provide four mandatory elements on PO invoices: PO Number, Invoice Date, Invoice Number, and Invoice Gross Amount. Failure to comply will result in the return of the invoice. Additional optional information such as supplier name, address, remit to information and PO Line Item information will improve invoice processing.

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
1	Security Guard Services	2,125.000	Hour	07/18/2022	22.99	1	48,853.75
	>>> Rel. ord. against contract 4400026256 Item 1						

Information:

Total Amount:
SEE LAST PAGE FOR TOTAL OF ALL ITEMS

Currency: USD

Supplier's Signature _____
Printed Name _____

Title _____
Date _____



FULLY EXECUTED - REPRINT
Purchase Order No: 4300740709
Original PO Effective Date: 07/14/2022
PO Issue Date: **07/14/2022**
Valid From: 07/18/2022 To 06/30/2023

Supplier Name:
US SECURITY CARE INC

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
------	-----------------------	-----	-----	---------------	-----------	------------	-------

Item Text

Vendor is to supply guard services to the Washington CAO Valley District located at 595 Galiffa Drive, Donora PA 15033. Based off of vendors quote for services 6/29/2022 and vendors contract 4400026256 level 1 Security guards.

Vendors hours are estimated and can increase or decrease based on the needs of the DHS/Washington Valley District CAO. Vendor is to have (30)minutes *unpaid* lunch.

Term is 7/18/2022 until 6/30/2023.

Contact person: Roberta Smith Adm. Off.

DHS\ Washington CAO 167 Main St. Washington PA 15301 & 595 Galiffa Drive, Donora PA 15033.

phone: 724*379*1500 Fax: 724*379*1572 Shall provide basic security guard duties and responsibilities which include, but are not limited to, the following:

- a. Must speak, read, and write English fluently.
- b. Must possess the ability to communicate effectively both orally and in writing.
- c. Must have the ability to write clear, accurate detailed reports and maintain tour (shift) logs as required.
- d. Must have the ability to read, understand direction, and apply policies, rules, and detailed orders.
- e. Greet and interact with the public.
- f. Maintain poise and self-control under stress.
- g. Must be able to intercede when needed in disorderly behavior, accidents, be capable of self-defense to ward off a potential attacker or to protect others. However, at no time shall put his/her safety in jeopardy and call for local law enforcement if necessary.
- h. May be required to carry batons, cell phones, radio equipment and other equipment that is necessary to function effectively while on duty.
- i. Guards shall always carry and/or display company identification, while on State property.
- j. Must have knowledge of intrusion devices, facilities system locations, significance of trouble/fire alarm signal indicators within the Facility and have a working knowledge fire hydrants, fire extinguishers and proper use of the same.
- k. May be required to operate licensed motor vehicles in the performance of duties.

May NOT possess firearms of any type on State property.

General Requirements for all Items:

Information:

Total Amount:
SEE LAST PAGE FOR TOTAL OF ALL ITEMS

Currency: USD



FULLY EXECUTED - REPRINT
Purchase Order No: 4300740709
Original PO Effective Date: 07/14/2022
PO Issue Date: **07/14/2022**
Valid From: 07/18/2022 To 06/30/2023

Supplier Name:
US SECURITY CARE INC

Header Text

Statement of the Project. The Contractor will provide an unarmed security guard for the Washington CAO Valley District located at 595 Galiffa Drive, Donora PA 15033. in accordance with the Security Guard Services ITQ 4400071336, and this Statement of Work.

Please refer to DGS ITQ Master Contract for Security Guard Services 4400026256.

Quantities listed are estimates and may increase or decrease based on needs.

Payment Provision: The contractor will be reimbursed only for commodities/services actually accepted by the Commonwealth of Pennsylvania.

Failure to submit invoices in compliance with the following instructions will result in the invoices being returned to the contractor and will substantially delay processing of payments. The contractor shall be paid upon satisfactory delivery/completion of work performed and submission of an invoice on the contractor's letterhead. The invoice should contain at minimum the information listed on the sample invoice – Supplier Sample Invoice can be found at <http://www.dgsweb.state.pa.us/comod/CurrentForms/SampleSupplierInvoice.doc>

Invoices are to be submitted monthly to the requisitioning agency comptroller, see the "Bill To" section of the purchase order.

This invoice will be used to verify that work has been completed and Goods Receipts entered.

An invoice marked "COPY" is to be sent to:
Roberta Smith Adm. Off.
robertasmi@pa.gov

All matters regarding billing, invoices, questions, status updates and/or delivery updates regarding this PO should be directed to:
Roberta Smith Adm. Off.
robertasmi@pa.gov

No further information for this PO.

Information:

Total Amount:

48,853.75

Currency: USD