



ADDENDUM No. 1
FEBRUARY 1, 2018

Solicitation Title: **Security Guard Services for City Hall and Ancillary Facilities**

Solicitation No.: **RFP 14-17-18** Due Date: **Tuesday, February 13, 2018**
By 3:30PM

Attention all potential bidders:

- MUST Addendum:** Read carefully and follow all instructions. Information included in this Addendum will have a material impact on the submittal for this solicitation. All “MUST” addenda are considered a matter of responsiveness. “MUST” addenda must be acknowledged on Form “A-5”. Failure of a Submitter to acknowledge the addenda shall be cause for rejection of the bid.

To all prospective bidders, please note the following questions and/or requests for clarifications:

- Q.1 How many hours of security work is needed?
A.1 Please see Section 3.5 for the “Hours of Service” required under this contract.
- Q.2 How many officers are needed for each shift at both facilities?
A.2 The City anticipates that one security guard will be needed at City Hall. However, additional services may be requested by the City on an as-needed basis for ancillary facilities.
- Q.3 If it can be provided the contracted bill rate for each location.
A.3 Security services are not currently being provided to the City and ancillary facilities; however, the current bill rate for security guard services at the Library is \$18.95 per hour.
- Q.4 Does the facility have CCTV’s, metal detector usage for the entrances of the facilities and/or any other materials used for scanning individuals prior to entering the building?
A.4 Not currently.
- Q.5 What is the estimated amount of annual hours used per year for armed security?
A.5 Please see Section 3.5 for the “Hours of Service” required under this contract. The amount of armed versus unarmed services to be used at any City facility shall be determined by staff on an as-needed basis for the duration of this contract.
- Q.6 What is the estimated amount of annual hours used per year for un-armed security?
A.6 See answer to Q-5 above.

- Q.7 Who is currently providing the security services and what is their current billing rate for armed and unarmed security?
A.7 Security services are not currently being provided at the City Hall and ancillary facilities; however, Imperial Security, Inc., is currently providing security services to the City Library. The current bill rate for security guard services at the Library is \$18.95 per hour. Armed security services are not being provided under the current contract.
- Q.8 Does this City expect on awarding both contracts to the same bidder?
A.8 Award shall be made in accordance with Section 4.0 of this Solicitation. Solicitations RFP 01-17-18 and RFP 14-17-18 shall be evaluated and awarded independently, but may be awarded to one or more firms.
- Q.9 Please provide bid tabulations of the last time this RFP was bid?
A.9 See Attachment "1" of this addendum.
- Q.10 Is there a bid or performance bond requirement?
A.10 No bid or performance bonds are required for this contract.
- Q.11 Will there be a site visit for the above referenced RFP?
A.11 There is no official site visit scheduled for this RFP. However, please be advised that the facility referenced therein is open to the public and interested Respondents are welcome to visit at their convenience during regular business hours.
- Q.12 Is there an officer minimum pay requirement?
A.12 There is no minimum pay requirement.
- Q.13 Who is the current incumbent?
A.13 See answer to Q-7 above.
- Q.14 What is the current bill rate?
A.14 See answer to Q-7 above.
- Q.15 What is the City budget for such services?
A.15 The dollar amount of this contract shall be a function of the total number of hours and level of service required by the City annually for each facility.
- Q.16 How many hours are performed per year?
A.16 See answer to Q-5 above.
- Q.17 Have you requested armed services during previous contract period?
A.17 Armed services were not been requested under the previous contract.
- Q.18 Who provides two way radio? If it is contractor is there a specific model the City requires?
A.18 In accordance with Section 3.2 of the Solicitation, all uniforms, materials, equipment, and vehicles necessary to satisfactorily perform security guard service in accordance to this Solicitation shall be provided by the awarded firm.
- Q.19 Who is the current incumbent?
A.19 See answer to Q-7 above.
- Q.20 When were they awarded the contract? Copy of current contract?
A.20 Security services are not currently being provided to the City and ancillary facilities

- Q.21 Estimated usage (number of hours) of prior contract?
A.21 There is no prior contract for City Hall and ancillary facilities.
- Q.22 How many monthly/annually hours are required for this bid?
A.22 See answer to Q-1 above.
- Q.23 What is the current bill rate?
A.23 See answer to Q-7 above.
- Q.24 What was the previous bill rate?
A.24 See answer to Q-7 above.
- Q.25 What was the contract amount spent last year?
A.25 See answer to Q-20 above.
- Q.26 Is there any minimum wage/pay?
A.26 See answer to Q-12 above.
- Q.27 Is there any prevailing wage, living wage ordinance, state or local mandated wage, contract specific wage, or collective bargaining agreement?
A.27 No.
- Q.28 Is there a desired page limit for the proposal submission?
A.28 There is no desired page limit for proposals; however, proposals shall be submitted and limited to fit into a 2 ½" ring binder.
- Q.29 Are there any additional Security guard services to this contract?
A.29 All required security guard services are described in Section 3.0 of the Solicitation.
- Q.30 Are vehicles required for this bid? If so, how many and what type are needed?
A.30 Vehicles are not required for this bid. However, it is the awarded firm's responsibility to ensure that it provides sufficient personnel and equipment in order to successfully complete the scope of work described in this Solicitation.
- Q.31 How many vehicles and what types of vehicles is the incumbent using?
A.31 Vehicles are currently not being used by the incumbent for the delivery of their services at the Library.
- Q.32 How many officers are being used to complete services?
A.32 There is currently one (1) officer assigned to the Library.
- Q.33 Approximately how many agents are needed?
A.33 See answer to Q-20 above.
- Q.34 How many agents did the incumbent have on site?
A.34 See answer to Q-20 above.
- Q.35 Who is the incumbent?
A.35 See answer to Q-7 above.
- Q.36 Are you happy with the incumbent?
A.36 Pursuant to Section 2.13 of this Solicitation, anyone may submit questions or requests for clarification regarding the Solicitation and the scope of work contained therein. This question does not address any of the areas contained in this Solicitation.

- Q.37 Can you provide the current incumbent's pricing?
A.37 See answer to Q-7 above.
- Q.38 What other buildings besides City Hall will be considered "Ancillary Facilities"?
A.38 Ancillary facilities may include, but not be limited to, the City's Building and Zoning Department, Code Compliance Department, Community Development and Planning Department, and Parks and Recreation Main Office.
- Q.39 When is the approval date?
A.39 An approval date shall be determined following the evaluation of proposals and recommendation by staff to City Council for approval of award.
- Q.40 When is the start date?
A.40 A start date shall be determined following award of this contract by City Council.
- Q.41 Who is the current provider of the requested services?
A.41 See answer to Q-7 above.
- Q.42 What is the current bill rate for the requested services?
A.42 See answer to Q-7 above.
- Q.43 How long has the current provider been providing these services?
A.43 See answer to Q-20 above.
- Q.44 The City issued two RFPs for security services. Is it the City's intention to select two different companies?
A.44 See answer to Q-8 above.

All other terms, conditions and specifications remain unchanged for this Solicitation.

End of Addendum.



Attachment "1"

RFP 09-12-13**Library Security Guard Services****Opening Date: February 15, 2013**

	Total
3 M Security	200
Alpha Tech, Investigations & Security	229
Excelsior Defense	209
Global Security Associates	157
Gloval, Inc	244
Imperial Security, Inc	255
King Intelligence & Security Services	223
Navarro Security Group, Inc	228
Regions Security, Inc.	196
Recommended Vendor: Imperial Security	