

Security Guard RFP

Closing Date: Friday, June 18, 2010

Addendum #1

Dated 6/10/2010

CLARIFICATIONS

1. The June 9th question due date on Page 9 of the RFP was for the question and answer session to take place at the Pre-Proposal Conference on Friday, June 11th. The June 16th date is to address any last minute questions that may arise during the compilation of your proposal.
2. The cover page of the proposal indicated 3 copies of your proposal were to be submitted. The proposal itself indicates 5 copies. The correct number of copies that are to be provided is 5.
3. The cover page indicates the incorrect items to be included in your proposal. Your proposal should contain the following plus any additional documentation added by any further addendums.
 - a. Statement of Qualifications
 - b. Scope of Work
 - c. Detailed Cost Estimate
 - d. Attached Proposal Form
 - e. Workers Compensation History
 - f. Key Employee Information
4. Table A of the RFP has the incorrect address for the Superior Court Annex. The correct address is 120 5th Street, Marysville, CA.

QUESTIONS AND RESPONSES as of 6/9/2010

1. **Q:** What are the specific Supervision Requirements? How many hours per week?
A: Supervision requirements are to be determined by the vendor to be what is required for staff to conduct and perform in a professional manner.
2. **Q:** Project Manager Requirements? How Many hours per week?
A: There is not a Project Manager requirement but rather there must be a Primary Liaison/Contract owner that would be responsible for overseeing the work performed at the County facilities.
3. **Q:** What is the position or preference with regards to the retention of the incumbent staff?
A: There is not a requirement to utilize the incumbent staff.
4. **Q:** What are the exact Hours? Trying to calculate a total bid price on page 9 is very difficult without knowing the exact price. I think there would be different interpretations causing inaccurate quotes.
A: We will provide a table with a more clear indication of the number of guards needed.

5. **Q:** Are there any specific equipment requirements? Any Uniform requirements?
A: No Weapons. Uniforms are required. Staff should have the same style uniform, have a clearly defined company logo and/or company name, and both top and bottom pieces of the uniform must be clearly a professional security uniform.
6. **Q:** What are the Staffing Requirements? Just 7 Security Guards? Any Supervisors?
A: Staffing is based on hours. The number of guards indicated is the Full Time Employee equivalents. There should be enough staff to provide adequate staffing for the hours indicated.
7. **Q:** Is there a Proposal (Bid) Bond requirement?
A: A Bid Bond is not required.
8. **Q:** Is there a Performance Bond requirement??
A: No Performance Bond is not required.
9. **Q:** Is there a Fidelity Bond/Crime Insurance Requirement?
A: This will be clarified and posted Monday.
10. **Q:** Any Benefit requirements? Medical-Dental-Life Insurance-Long Term Disability?
A: There is not a requirement but we would like to see minimal turnover.
11. **Q:** Any Hourly Pay requirements? Living Wage Law?
A: Yuba County does not have a living wage law. No minimum hourly pay rate.
12. **Q:** Disadvantage Business Enterprise Programs? MBE-WBE-SBE-DVBE? What % is given?
A: The County does not have a DVBE/MBE/WBE/SBE Program.
13. **Q:** What is the Dollar Amount Budgeted for this Contract?
A: The budget process is currently taking place within the County. The payment of these services comes from the different departments and budgets throughout the County.
14. **Q:** Who is the Current Provider? How long have they had the contract?
A: Elite. Since June 2004.
15. **Q:** Under the Freedom of Public Information, what is the current Billing Rate for the Current Provider?
A: \$17.97/per hour
16. **Q:** Are there any Vehicles required for any location? How many?
A: Currently there is not, but we are requesting that an alternate bid be provided for Mobile Patrol at the Government Center.

17. **Q:** Any overtime for Work or Holidays?
A: The current contract does not provide overtime but we are open to your proposal.
18. **Q:** Any Percentage given for the Second, Third or Fourth year? Consumer Price Index (CPI)?
A: There were cost increases in the current contract. We expect to see increases matching CPI but not to exceed an annual increase of 3% per year. Please keep in mind that County employees have not received an increase in 2 years.
19. **Q:** Are the shifts allowed to be set as to have a non-paid lunch where the guard may leave the site for the lunch or does the lunch need to be paid where they must remain on-site?
A: There should be adequate staff coverage to ensure that each area is patrolled and/or stationed according to that facility's schedule.
20. **Q:** For the One Stop Center. Does it need to be one guard for the day or split between guards? In the case of one guard for the whole day is the overtime billable or can it be included in the bill rate?
A: Split
21. **Q:** For Packard Avenue. Is there a specific means that the patrolling guard should be patrolling by such a car, bicycle or foot?
A: Any of these means are acceptable. In addition, a golf cart can be utilized.
22. **Q:** Is the CPR certification required for each employee?
A: Yes