

**ADDENDUM NO. 1**

**RFP No. 2025-06 for Unarmed Security Guard Services**

**Addendum Issue Date: 4/3/24**

**Purpose:** The purpose of this Addendum is to address questions, make changes, additions, deletions, revisions, and clarifications to the RFP for Unarmed Security Guard Services. Any changes incorporated in this Addendum shall be considered as a part of the document and shall supersede, amend, add to, clarify, and/or subtract from those conditions shown in the original RFP. Language added to the RFP is in **Bold**. Language that has been deleted is in ~~strike out~~.

**Changes to the RFP:**

Section I, E, Definition of Services, Specific Requirements.

**b. has been inserted to incorporate the California Labor Code requirements.**

Exhibit B – Bid Form

The following sentence is struck from the RFP: ~~Agency will only pay straight time hourly bill rates quoted for all shifts even those shifts designated as exceeding eight (8) hours.~~

Exhibit B2 – Site Specific Security Services

Item 1. Is revised as follows:

	Item 1 Del Valle Water Treatment Plant
	<b>M-F 7:00 – 4:00 (9 hrs.)</b>
<del>_____</del>	<del>M-Fri 8 hrs. x 5 days = 40 hrs./wk.</del>
<del>_____</del>	<del>M-Thu 4 hrs. x 5 days = 20 hrs./wk.</del>
<del>_____</del>	<del>Fri 3 hrs. x 1 day = 3 hrs./wk. (Box 1 C says *8 hrs. but times show 3 hrs.)</del>
	What happens between 13:30 & 18:30? Is that where the *5 hrs. comes from?
<del>_____</del>	<del>Sat 8 hrs. x 1 day = 8 hrs./wk.</del>
<del>_____</del>	<del>Sun. None</del>

**Questions Received.** Following are the questions received followed by the Agency’s answers.

Q - Do the sites currently have post orders or will we need to create entirely new ones?

**A – The sites currently have post orders; however, per the RFP, the appointed Security Liaison is responsible to develop or review written Post orders. We will determine if the existing Post Orders remain when the contract terminates.**

Q - How many 'Mobile Guards' will be needed for the routes? Trying to determine how many cars will be needed.

**A – Typically one.**

Q - Will the 4-hour training be provided for all sites?

A – The four hours applies to the mobile sites. The training for the stationary sites will be one hour.

Q - Is it ok to add payment for the liaison? They will probably end up working overtime if they are available for this account.

A – No. All pricing is included in the cost for the guards, both Stationery and Mobile.

Q - Is it ok to propose a Net 15 instead of a Net 30?

A – The Agency's terms are Net 30. If you want to offer a discount for shorter terms (i.e. Net 15, you may indicate that in your proposal. Please note that that the Agency will stand by Net 30.

Q - Will the 'Dedicated Account Manager' be considered a full position for this RFP?

A – The Agency will not stipulate if the dedicated account manager is a full position. We expect an account manager be assigned to manage the contract and services thereof.

Q - Will we be given the PO # to add to the invoices?

A – A contract number will be issued. The contract number should be listed on each invoice.

Q - Is this a Union Site and therefore falls under the Collective Bargaining Agreement with SEIU USWW (aka SEIU 24/7)?

A – This contract would not require union affiliation.

Q - What are present rates, employee rate with healthcare and without healthcare, Billing rate in Total?

A – The present billing rates are Stationary Guard - \$30.00 hr.; Mobile Patrol - \$42.31 hr. for more details, please submit a PRR.

Q - What is the Budget for the project?

A – There is no set budget for this contract. The contract amount will be based on the negotiated contract amount.

Q - What type of vehicle & what specific requirements are there for the Patrol Vehicle needed in performance of the contract and is there just one as we read it?

A – See Section E. Definition of Services, Pg. 8, #8. This section talks about the vehicles. The Agency does not specify a specific type of vehicle. None of the sites require a 4x4 type of vehicle. Vehicles must be identified per the referenced section above.

Q - Please clarify the hours as follows:

**A – Clarification provided below**

Item 1 Del Valle Water Treatment Plant

**M-F 7:00 – 4:00 (9 hrs.)**

M-Fri 8 hrs. x 5 days = 40 hrs./wk.

M-Thu 4 hrs. x 5 days = 20 hrs./wk.

Fri 3 hrs. x 1 day = 3 hrs./wk. (Box 1 C says \*8 hrs. but times show 3 hrs.)

What happens between 13:30 & 18:30? Is that where the \*5 hrs. comes from?

Sat 8 hrs. x 1 day = 8 hrs./wk.

Sun. None

Item 2 Patterson Pass Water Treatment

M-F 7:00 – 4:00 (9 hrs.) CA Law requires 1 hr. of time & ½ overtime each day if the person works over 8 hrs. The RFP is not acknowledging that since it states the District will only pay straight time. This means that the overtime & Holiday premiums will be loaded into the rate as overhead, is that what is being required?

Item 3 **Typically the shifts are 4:00 PM to 12:00 AM, and 12:00 AM to 8:00 AM.**

No specific days or times provided just 2 - 8 hour shifts wherein 264 Miles will be traveled. How will the RFP's be able to be reasonably compared when the assumptions can be widely varying? Shouldn't there be an assumed number of patrols (no scheduled stops just mileage) a week so each rate is based on comparable assumptions?

Q - On page 4 of 20, Item 7 (says 1 year) appears to conflict with Item 16 (says 5 years) regarding the minimum number of years of experience for Mobile Patrol Officers. Which is correct?

**A – Thank you for pointing this contradiction out. The guards, both stationery and mobile patrol are required to have a min. 1 year of experience. Note, the guards must have all the required training and certifications in addition to 1 yr. of experience. The firm providing their quotation must have 5 years of experience in providing unarmed security services.**

Q - On Pricing page 15 of 20 Item K.5. it states that the price increases can be negotiated after 3 yr. initial term. Can there be some assumptions provided so each rate is comparable, e.g. escalated rate is 3% above the previous years rate? There can be a statement about reducing the assumed inflation rate, if the rate of inflation were to go below the assumed 3%?

A – Your quotation can include a percentage increase for years 4 & 5. These percent increases would be on the previous years rates. Toward the end of the initial 3 year agreement, the Agency and the Service Provider would enter into discussions about extending the agreement and would confirm pricing at that time.

Q - Is there a required number of present employees that must be retained and the amount of time they must be retained, like 6 months for example?

A – California Labor Code 1061 requires successor contractors to make a written offer of employment to each employee under the previous contract. The retention of such employees is 60 days. Please refer to Labor Code 1061 to review all requirements under the CA law.

Q - Who is the current incumbent?

A – The current incumbent is Platinum Security.

Q - How long has the current incumbent serviced the Agency?

A – 5 years.

Q - What are the current pay wages for the existing security guards?

A – Stationary Guard - \$30.00 hr.; Mobile Patrol - \$42.31 hr.

Q - What are the current bill rates being paid for this service?

A – Stationary Guard - \$30.00 hr.; Mobile Patrol - \$42.31 hr.

Q - Is there a make & model preference for the marked vehicle?

Do any of the remote sites require a 4x4 drive to access those locations?

A – The Agency does not have a make & model preference for the marked vehicle. Non of the sites require a 4x4 vehicle.

Q - With the understanding that the Agency may award this contract to multiple vendors, must a contractor bid on both the Stationary Guard Posts AND the Mobile Patrol, or can a contractor bid on (for example), just the Stationary Guard Posts?

A – The Agency has the option to make multiple awards; however, historically, this service contract is awarded to one service provider. Awarding to one service provider for both the Stationary and Mobile Patrol is preferable.

Q - How are security officers relieved when taking required Rest and Meal Breaks?

A – This is at the Companies discretion. The RFP requires the post be manned continuously.

Q - Are security officers provided a 30-minute unpaid lunch break? Per State Law, the security officer may leave the site during their lunch break. Is that acceptable to the Agency?

A – The post must be manned continuously.

Q - Is the Agency exempt from payment of state and local sales and use taxes?

A – Generally, no, Zone 7 is not exempt from payment of state and local sales and use taxes.

Q - Is the workforce covered by a collective bargaining agreement with their employer? If so, will a copy of the CBA be provided, since vendors may be legally bound to honor economic aspects of that CBA?

A – No. The current contract is not covered by a CBA.

Q - What are the main security challenges the Agency is experiencing at the site?

A – Rarely any. Seasonally there may be trespassers.

Q - What is the reason for going out to bid for security services?

A – Zone 7 is a public agency required by public contract code to seek competitive pricing for its goods or services paid for with public funds.

Q - Is employee parking available to the contractor's employees? If so, is there a fee associated with parking?

A – Parking is available for security personnel at no cost to the contractor.

Q - Does the Agency have a preference to retain incumbent employees that are in good standing and meet the hiring criteria of the Proposer?

A-Yes. Under California Labor Code Section 1061, the new contractor shall be considered a successor-in-interest to the incumbent security guard contractor for the purposes of employee rights under the California Labor Code and applicable wage orders. This includes, but is not limited to, the following obligations:

- \* Offering employment to qualified security guards employed by the previous contractor at the same location.
- \* Recognizing all accrued vacation time, sick leave, and other benefits of the transferred employees.

The successful bidder shall be responsible for verifying all applicable employee rights and benefits obligations under the law.

Q - On page 4 of the RFP, Section 7. Under "Security Officer Qualifications", it states that both "Mobile Patrol" and "Stationary Guard" requires a minimum of one (1) year experience working as a security officer/guard. But on the same page, Section 16 under

“Training and Certificates”, “Mobile Patrol” officers are required to have a minimum of five (5) years’ experience. Please confirm experience requirement.

**A - The guards themselves need 1 year of experience as well as all their required training. The company needs to have been in business for 5 years.**

Q - Are Stationary Guards posted in a guard shack or in a building?

**A – Stationary Guards will be posted in a guard booth.**

Q - On page 8 of the RFP, Section 6 under “Definition of Services, it states that “additional costs for twenty-four hour call up service are stated on Exhibit B. We don’t see that on Exhibit B and are unsure where the contractor should post their Rate for twenty-four-hour call-up services?

**A – The line on Exhibit for pricing for 24 hr. call up services was removed. We determined that previous contactors were not billing for this “On-Call”; rather they charged the stated guard rates if an additional service was required. The sentence of page 8, Section 6 will be struck from the RFP.**

Q - For “On-Call” services, how often are these types of requests made each year?

**A – It is rare that the Agency will need an additional guard for either a stationary or mobile post, but if a circumstance occurs that requires additional guard services, the service provider will be required to provide the service.**

Q - Typically, how many Security Guards will be needed upon those requests?

**A – Generally one guard is needed.**

Q - How long will the Security Guards be needed when requested?

**A – The length of time an additional Guard is needed depends on the situation or circumstances. It could be a couple of days or a couple of weeks.**

Q - It is understood that per the RFP, emergency services require a response within one hour. Please specify, is that to respond by “having a security officer on the required site” within the hour or to “respond to the Agency request” within the hour and get a security officer on site as quickly as possible?

**A – The latter.**

Q - With the understanding that some of the sites are remote, depending on where emergency services are needed, is a response to have a security officer on site within 4 hours of the request acceptable?

**A – Yes.**

Q - On Page 17, Section 1, it states that a dedicated account manager shall be responsible for the Agency account. Is this different from the Security Liaison who seems to have the same responsibilities?

A – The dedicated account manager and the security liaison could be the same person. We are expecting either one or two people, depending on the company’s organizational structure, to be the main point of contact for discussions involving personnel (guard needs), scheduling, the contract, etc.

Q - On Exhibit B, please specify what the Agency is looking for under Optional Contract Terms for Years 4 & 5. Specifically the “Monthly Fee Increase (Years 4 & 5).

A – If the Agency wants to extend the contract for an additional 1 to 2 years (Yrs. 4 & 5), we want the vendor to add a percent increase that would be applied to the last year of the contract for the pricing provided for the Stationary and Mobile patrol officers.

Q - It appears that pages 2 and 3 are missing from Exhibit H. Can the Agency provide?

A – Our apologies. The additional pages have been added and a new copy of the RFP has been posted on the website.

Q - What equipment is required?

Any provided by the Agency?

A – Please refer to Section E. Definition of Services, 12. Uniforms and Equipment. All equipment is to be provided by the Contractor.

Q - Is the incumbent currently using any technology for incident reports, Officer/Guard Tracking/GPS?

If so, what technology is currently being used for reporting and tracking of officers?

A – Mobile officers scan a QR code at each site.

Q - Would the Agency consider rate adjustments if unforeseen changes in regulations or union status occur that have an impact on vendor’s costs?

A – The Agency will pay invoices according to the costs stated in the final awarded contract. The Agency understands there are unforeseen changes with regulations, etc. In these cases, we require a written communication detailing the situation and requesting any changes for consideration. The Agency is not obligated to accept any price increases, but it will be reasonable and willing to discuss and negotiate.

Q - Are there restroom facilities in close proximity to all of the posts?

A – Yes, at the stationary posts.

Q - For inclement weather, is there shelter available for the security professionals?

A – Yes, the stationary sites have guard booths.





Q - We note that the Owner requires that the Owner’s rights as an additional insured extend to the Contractor’s entire tower of insurance as it relates Commercial General Liability and to this clause in Appendix C (1), “with limit of at least two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater”. Note, Our company maintains insurance limits that are commensurate with our size and scope of operations. This requirement may appear facially fair, but in effect it compels big firms to provide much larger amounts of insurance. Although each bidder may offer the specified insurance coverage, in the case of a large bidder, the Owner would be getting access to tens of millions more insurance than it would from other smaller bidders. Such a result is unfair. That requirement also effectively precludes us from accessing any portion of our insurance to satisfy other claims from time to time. However, we appreciate the Owner’s desire for additional coverage, and therefore we propose a compromise whereby, in exchange for deletion of the cited sentence, Commercial General Liability limits will be increased to \$3 million combined single limit per occurrence. Is the proposed compromise acceptable?

A - The Agency’s insurance requirements are set by our Joint Powers Agreement for Municipalities. The Security Guard services for our District are vital and therefore, I do not foresee the JPA agreeing to the proposed compromise. We have seen other companies acquire or increase their Umbrella policies which are more cost effective.

END OF ADDENDUM NO.1

PROPOSER to sign and submit with PROPOSAL

Firm: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_