



ADDENDUM NO. 1

Date: July 30, 2018
To: Interested Proposers
From: Diane M. Murzynski, CPPO, CPPB, Purchasing Coordinator
Re: Unarmed Security Guard Service Request for Proposals (RFP)

This Addendum modifies the RFP documents only to the extent indicated herein. All other areas not changed or otherwise modified by this Addendum shall remain in full force and effect. This Addendum is hereby made an integral part of the original Project Documents.

The Proposer shall sign below acknowledging they read and understand that this Addendum includes and incorporates the following changes or attachments.

1. “Section 3.7 states “evening hours vary depending upon weekly City meeting schedule”. Although these deployments vary in length, I still need to assess how many hours this post requires. How many hours do your meetings currently average in length?”

Answer: *There is a minimum time requirement of approximately four hours per meeting or event. Average varies from 1 hour to 6 hours.*

Daytime Guard Services include, but are not limited to, being able to stand 100% of the shift and physically capable to restrain a person(s) if required and knowledge of the use of force continuum. Daytime services will assist the Municipal Court staff and the Deputy City Attorney while court is in session and during pre-trials.

2. “Section 3.4.1 and 3.4.2 re: close of business/ close of events security sweeps:

What are the Cities expectations for these sweeps; are they allowed to be conducted during the end of the officer’s schedule shift, during business & event hours or are these duties expected to occur after business & event hours?”

Answer: *When the event is completed (3.4.2), which includes the Farmers’ Market, and when City Hall closes for the day (3.4.1), the security guard is required to sweep the entire building – both floors, restrooms, public meeting rooms and stair wells.*

3. “What is the current time frame (actual or allotted) for performing these closing security sweeps at City Hall (day shift), City Hall (night shift) and Farmers Market locations?”

Answer: *The time frame will vary on all shifts depending on the meeting or event completion time, which includes the Farmers’ Market. City Hall closes at 5:00 p.m. Doors remain open only when there are scheduled events or meetings after 5:00 p.m.*

4. “Section 3.4.3 (Patrol Services); is there any opportunity to visit the Public Works Facility? I’m trying to assess the length of time that will be required to conduct the property and building inspections. I need the same info for Talking Water Gardens (TWG) but believe I can access this location and conduct my inspection without assistance. If this is not the case, I will also need assistance with this location as well.”

Answer: *The patrol of the Public Works Facility and Talking Water Gardens may take up to 30 minutes to drive through. It includes checking doors and gates. If a door or gate is found unlocked, then the guard is required to enter the building, perform a sweep, secure the building, and notify the designated representative of findings.*

TWG is available to drive to at any time, day or night. A map of the Public Works Operations Facility with doors identified will be provided.

5. “Is it possible to get a copy of the last winning bid and or contract for this RFP?”

Answer: *The services required within this RFP were previously not solicited by an RFP or bid process. Therefore, there is no prior RFP or contract.*

Proposer’s Signature

Date

Company Name (*Please print*)