



**Request for Proposals 2021-035**

**Landscape Services**

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**ADDENDUM No. 1**

**ISSUE DATE: August 4, 2021**

Responding Offerors on this project are hereby notified that this Addendum shall be made a part of the above named RFP document.

The following items add to, modify, and/or clarify the RFP documents and shall have the full force and effect of the original Documents. This Addendum shall be acknowledged by the Offeror in the RFP document.

## **Add/Delete Section**

1. **Add** the following to 8 General Conditions and Requirements:

### **COST ADJUSTMENTS**

The Unit Pricing for the Initial Term shall be based upon the response to this solicitation. However, the Unit Pricing for any Renewal Term may be adjusted at the beginning of such Renewal Term by multiplying the Unit Pricing effective in the previous term by the quotient of the All Urban Consumers Price Index (CPI-U) (South Region), Others Goods and Services, with the Index Period of 2020-2024 as published by the Bureau of Labor Statistics, United States Department of Labor, in effect ninety (90) days prior to the commencement date of the new Renewal Term divided by such CPI in effect for the same month one (1) year prior to such date. However, any Unit Pricing increase pursuant to the previous sentence shall be capped at a five percent (5%) increase from one term to the next. Any such Unit Pricing adjustment for a Renewal Term must be requested by the Vendor or County within thirty (30) days from the date of the County's notice of its exercise of an option to renew the Contract for a Renewal Term.

2. **Delete** Pg.14, 4.19 Uniforms, 3<sup>rd</sup> Sentence:

"All uniforms shall feature a custom patch, designed by the County that incorporates a reference to the County."

*End of Add/Delete Section*

## **Questions/Answers Section**

1. I see in Section 4.10 Required Weekly Coverage that it notes 2<sup>nd</sup> shift at the Government Center is Monday – Thursday 3pm – Close. Can you please clarify what time the Government Center closes?

Answer: The Government Center closes at 5pm Monday through Friday. The Security Officer will do a security check of the building from 7:00pm to 8:00pm Monday through Thursday and 5:00pm-6:00pm on Friday. The Security Officer will be required to stay for the duration of special meetings for the Commissioners, Planning Board or any Public Meeting, and security checks will be done when the meeting ends. The Officer will receive advanced notification of the meetings.

2. Rates – I assume on the rate sheet when you refer to Regular Pay and Overtime Pay, you are referring to the bill rate and not what the officers are making?

Answer: Yes, this is the bill rate.

3. Officer Rates – do you need to know officer pay rates as pay rate is critical to the success of any security program.

Answer: No.

4. What time generally does the Government Center close each night?

See Question 1.

5. Who is current security provider?

Answer: Securitas.

6. Can you provide current rates?

Answer: Government Center Straight Rate \$17.38, Premium Rate \$26.07, Human Services Straight Rate \$23.00, Premium Rate \$34.50

7. If the Union County has contracted for this service before, who was the vendor(incumbent) and what was the contract value (similar hours and scope of work)?

Answer: Securitas – Government Center Contract \$60,000, Human Services NTE \$103,680.

8. When is the anticipated start date for this service?

Answer: November 1, 2021

9. When is the anticipated award date for this proposal?

Answer: Award date is not available.

10. Can vendor bill for on-site manager, if so, can there be a line item for such pricing?

Answer: The RFP is for armed and unarmed Security Guard services only.

11. There are Security Guards that do not have these qualifications but have many years of experience as an armed guard. Will they be permitted to use these guards at HHS?

Answer: Please refer to 4.11 Security Personnel Training and Requirement, Number 2:

“Armed Security Officers must possess at least one (1) of the following work experience criteria:

- Prior military, with an Honorable discharge;
- Law enforcement experience;
- Police academy graduate;
- Detention or corrections officer experience; and/or
- Criminal justice degree (Associates or higher).”

12. Do we want the vendor to provide the hourly pay rate for the officers as well as the hourly bill rate the County will be charged?

Answer: Provide hourly billing rate only.

13. Page 6, 4.2 (2) “not permitted to carry personal weapons” – some companies get around this by “leasing” a weapon from the owner/employee to avoid purchasing weapons – can you verify that this process will not be allowed and constitutes a “personal weapon” per the scope of this RFP?

Answer: The language states “shall be property of the company”, UC does not limit the methods of procurement of the weapons.

14. Page 7, 4.2 (12) “limiting turnover to less than 3.5% per month” – 3.5% of staff turnover will equate to one person in a month based on hours outlined. This presents an issue to the provider unless you are using the one year requirement of “30 personnel”. Also, this small percentage does not allow for removal from this site to be promoted to a senior position at another location. Can this be reevaluated?

Answer: No.

15. Page 8, 4.2 (18) “inspects security personnel working on first, second, third and weekend shifts” – based on staffing schedule provided in RFP there are no officer to inspect on third shift and weekends – can this be removed?

Answer: No. There may be times and special circumstances that require these inspections.

16. Page 10, 4.10 – the schedule provided indicates approximately 149 hours per week of service (implying one person per shift) – can the hours be verified and perhaps a weekly schedule be provided with exact staffing requirements? Also, when stating “until all clients have exited the building” – if these extended hours create an overtime situation for an employee, is the overtime billable since we cannot schedule for the unknown?

Answer: We require one guard on first shift and one guard on second shift at the Government Center and we require two officers on day shift at Human Services with staggered start and end times.

17. Page 11, 4.11 (1) “on-site training requires an additional eight to forty hours” – can you please specify the number of required on-site training hours?

Answer: Between 8 and 40, typical of the industry.

18. Page 11, 4.11 (1) – can you confirm that ONLY Armed Officers will be required to have 8 hours of pepper spray and hand cuffs, 8 hours of first aid, CPR/AED and 8 hours of Confrontation Management Training? Are any of these a requirement for Unarmed Officers?

Answer: Unarmed officers will be required to receive 8 hours of first aid, CPR/AED and 8 hours of Confrontation Management

19. Page 12, 4.11(1) “including electronic devices to include personal cell phone” – are personal cell phones in possession of an officer on duty prohibited? Can we assume that this will not include any company cell phone that must be provided per RFP and the use of a Guard Tour System which utilizes a cell phone app?

Answer: Yes, you can assume that.

20. Page 12, 4.11 (1) “Armed Officer must have one of the following work experience criteria: prior military, law enforcement, police academy graduate, detention or corrections officer, criminal justice degree” – this standard eliminated all experienced licensed / registered Armed Security Officers (regardless of years of experience), all medic personnel, all degree personnel unless criminal justice. Can these standards be adjusted? Have you consider staffing with Company Police (available in North Carolina) if this is the standard you desire to hold?

Answer: No adjustment in these standards will be provided.

21. Page 12, 4.13 “county recommends annual pay increases to Security Personnel” – your pricing sheet (page 29) does not provide for an annual increase for years 2 & 3 – to comply with your recommendation this would need to be changed.

Answer: See Add/Delete Section.

22. Page 13, 4.16 “re-key the locks associated with the missing keys” – are master keys that control all locks within the building carried by Security Officers as this would imply re-keying the entire building?

Answer: A master key is provided to the Guards and is kept in a safe when not in use. Officers do not take the key home.

23. Page 13, 4.16 “collection of keys from personnel on their last day” – we do not allow personnel to take building keys home, is the acceptable?

Answer: Yes.

24. Page 14, 4.19 “uniforms shall feature a custom patch designed by the county” – will the custom patch be at the counties expense since it is not part of our standard uniform? Reminder, PPSB has a requirement for the uniform patch of a licensed company and must depict the name of the company – any deviation would require PPSB approval.

Answer: See Add/Delete Section.

25. Page 14, 4.20 “county requires quarterly inspections of firearms” – can you verify that this inspection will be conducted by our company firearms instructor and armorer and not by a member of the county?

Answer: This would be conducted by the vendor.

26. Page 29, 7 Appendix A – the county form provides space to show a “Pay Wage” but does not provide any space for a “Bill Rate” which must be present in order to arrive at the actual cost of services. Also, do you desire to show the annual amount for each year of service

based on the hours specified? If so, then space should be added to provide that desired information.

Answer: The price sheet is for the bill rate. We do not require the pay rate.

*End of Question/Answer Section*

*End of Addendum No. 1*