



Request for Proposals 2023-098

Security Guard Services

ADDENDUM No. 1

ISSUE DATE: June 15, 2023

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.

Question/Answer Section

1. Is there an incumbent contractor? If so, who, what's the value of the contract, how many officers do they provide?

Answer: The current security services are provided by Securitas under a similar but not exact scope. Value is approximately \$125,000 annually. Securitas provides 2 officers at the Government Center and 2 officers at the Human Services building.

2. Where is the Security Desk Control Room located?

Answer: The Security Desk for the Government Center is located in the lobby of the main public entrance. The Security Control Room for the Human Services Building is a separate room adjacent to the main public entrance.

3. RFP, 4.1, Corporate Management and Support, Page 6 states: Prior to the start date of services, the awarded company (Company) shall obtain approval of the implementation plan from the County. The implementation plan shall include, but is not limited to, designation of the account managers; detailing of the proposed training program to be used for assigned personnel; and specific details regarding personnel uniforms, shift scheduling, and other requirements and RFP, 5.2.3 Section C – Project Approach and Proposed Solution, Page 20 states: Prepare and submit an Implementation Plan to describe all times, tasks and resources associated with the implementation of Services. Are we accurate in concluding that the actual Implementation Plan is to be written and submitted after contract award and before the start date and that the Section C reference is to discuss how we will prepare that plan?

Answer: The responding company should provide an implementation plan as part of the RFP submittal. This implementation plan will be used to evaluate each company's submittal. After award the Company will have to submit an implementation plan, substantially similar, at the least, to that submitted during the RFP process, that will be approved by Union County.

4. RFP Scope of Work 4.2, #12, Page 7 states: Over the course of the term of this contract, including any optional additional renewal terms, the County will allow no more than thirty (10) personnel to be removed from the account. These thirty (10) are exempt from the fiscal penalty noted above. For the thirty-first (11) employee and above, the ten percent (10%) reduction in the monthly billing will apply. Please confirm which numbers are correct.

Answer: The staff turnover limit for the term of the contract (without penalty) is 30. Additional staff turnover beyond 30 is subject to a 10% reduction of the monthly billing fee for service during the month in which the occurrence happens.

5. What is the preferred transition timeframe?

Answer: The transition timeframe will be 60 days.

6. When will the contract be awarded?

Answer: The anticipated contract award timeframe will likely be in late August 2023

7. Are vehicles required? How many and at what locations?

Answer: Vehicles are not required as security staff are responsible only for their assigned site.

8. Will you agree to N30 terms?

Answer: Net 30-day term would be acceptable.

9. What federal holidays are observed?

Answer: County offices are closed in observance of the following holidays:

- *New Year's Day (January 1)*
- *Martin Luther King, Jr. Day (Third Monday in January)*
- *Good Friday (Friday before Easter)*
- *Memorial Day (Last Monday in May)*
- *Labor Day (First Monday in September)*
- *Veteran's Day*
- *Thanksgiving Day (Fourth Thursday in November)*
- *Day After Thanksgiving*
- *Christmas Eve*
- *Christmas Day*
- *The Day after Christmas (When both the day preceding and the day following Christmas Day are workdays.)*

10. Is earned vacation time to be honored by the awarded security services provider?

Answer: Vacation time will be the responsibility of the Company with no lapse of coverage.

11. Does your coverage change on holidays?

Answer: No security services are required on County recognized holidays.

12. Is a laptop or computer required?

Answer: Any Information Technology computer equipment required for the position is provided by the County.

13. We see that a safe is required, will we need to provide the safe?

Answer: Yes. The responding company should provide a safe.

14. Do you use an existing tour system? If so, what is it? Is the company willing to use another comparable system?

Answer: Union County does not have an existing computerized tour system or visitation system.

15. What are the current position pay rates for each location?

Answer: Billing rate at the Government Center is \$25.28. Billing rate at the Human Services building is \$29.42.

16. What uniform type is required?

Answer: As stated in the RFP, the County will select the uniform style from choices provided by the Company.

17. We see on section 4.2, #12- we see keeping turnover at no more than 5 employees per year, is there any way that this could this be negotiated?

Answer: Given our past experience with high turnover and its affect on security service delivery, the County has set expectations for continuity to ensure staff provided are properly vetted, trained, and reliable for providing security services. Therefore, this section is not open for negotiation.

End of Question/Answer Section

End of Addendum No. 1