El Paso County
Contracts and Procurement Division
15 East Vermijo Avenue
Colorado Springs, Colorado 80903

REQUEST FOR PROPOSAL RFP #22-155

Addendum #2 – November 16, 2022

THIS ADDENDUM SHALL BECOME A PART OF THE SOLICITATION AND MUST BE ACKNOWLEDGED

Request for Proposal RFP-22-155 – County Security Guard Services - dated November 2, 2022

CLARIFICATIONS:

Special Terms and Conditions 20. BACKGROUND CHECK:

20. **CJIS BACKGROUND CHECK:** Contractor and all subcontractors providing services under this Agreement shall submit a list of all employees, within ten (10) days from issuance of the Notice of Intent to Award. Responses are to include full name, date of birth, social security number, and driver's license number for CJIS Compliant Background Check through the Colorado Bureau of Investigation. Any record indicating felony violations, questionable character or possible security risk shall be just cause for denial for that person to work on this project. Final approval of employees' list shall be at the sole discretion of the County and shall not be cause for additional payment.

El Paso County will only accept electronic bid proposals submitted through the Rocky Mountain E-Purchasing system. A Submittal Log will be posted after the County has had an opportunity to review and verify the submittals offered to the County.

The original Offer must be received before the due date and time through electronic package through the Rocky Mountain E-Purchasing system. The Vendor is responsible for ensuring their proposal is posted by the due date and time outlined in the solicitation document.

<u>If the submittal arrives late, it will not be included in the electronic lockbox</u>.

ADMINISTRATION:

- The question period has expired
- Responses should follow the Response Format on pages 22-23 and include all responses to all mandatory requirements.
- We will be verifying submittals include the following:
    - Submittal Properly Acknowledged (Signed Cover Sheet)
    - Addendum(s) Acknowledged
    - Required Documentation
    - Evaluation Criteria Documentation
    - Submission Form
    - Pricing Form
    - Completed W9

If a submittal is missing any of the above-mentioned documentation the submittal may be returned to the vendor as non-responsive and be deemed ineligible to participate.

RESPONSE TO QUESTIONS:

1. Page 12 of 43 – This page indicates the Locations of Work for the security guard services however it does not indicate how many hours are required at each site? Would it be possible to provide the hours required at each site for each position (security guard, security supervisor)? Would it also be possible to provide the start and end time for each day at each site?

    A. 8 hours.

2. On each site are there paid or unpaid lunch breaks and what is the length of the lunch break?

    A. Each guard receives a 30 minute unpaid lunch and two 15 minute unpaid breaks = 1 hour of unpaid time per day.

3. Is there an option for site walk-throughs before the proposal due date?

    A. No site visits or pre-proposal meetings are scheduled for this solicitation.

4. Is there a bond requirement and if so, what is the amount?

    A. No bonding requirements are required for this solicitation.

5. What is the current hourly pay rate for a security guard and a security supervisor?

    A. Security Guard = $22.00 hourly Manager = $24.17 hourly

6. What is the current bill rate for a security guard and a security supervisor?

    A. Security Guard = $22.00 hourly Manager = $24.17 hourly

7. Is the superintendent/Manager billable separately?

    A. No

8. What is the current hourly pay rate and bill rate for the superintendent/Manager?

    A. $24.17 hourly

9. Page 13/43 – the successful Contractor shall provide emergency service on a 24 hours/seven-days-a-week basis. What does an emergency service constitute?

    A. Primarily if a building was compromised and security personnel were required that exceeded our fulltime armed guard numbers.

10. Is there a vehicle requirement for this contract?

    A. No

11. Typically, what other duties/tasks are required when extra security guards are needed?

    A. Standard fixed security positions for access control.

12. Is the security coverage requested consistently provided in a predictable manner or is it all 'on demand' security coverage?

    A. Yes – A predictable scheduled manner.

13. Of the estimated 20 assigned security officers, how many would be working in an armed capacity?

A. None.

14. Would it be possible to share a work schedule for previous services that outline the regular assignment of the anticipated 20 security officers?

    A. Upon request.

15. Will a 30-60 day transition period be allowed if a new vendor is selected?

    A. Yes, the County is prepared to provide a 30 day transition period.

16. Would El Paso County be able to share the current security provider? Are currently assigned, incumbent security officers eligible to remain assigned should a new vendor company be selected?

    A. Incumbent will not be disclosed. Current contract security officers are eligible to remain in place if the incumbent fully releases guards entirely to new contracting agency. The Sheriff's Office does not want the incumbent to subcontract their guards to the new contracting agency.

17. IS El Paso County capable of sharing the current wages of assigned security personnel?

    A. Security Guard = $22.00 hourly Manager = $24.17 hourly

18. Are there any current challenges with the vendor supplier that the County wishes be addressed from bidding vendors?

    A. The ability to provide additional guards in a timely manner.

19. Who is the current incumbent?

    A. Incumbent will not be disclosed.

20. When was the current incumbent awarded the contract? Could you please provide us with a copy of the current contract?

    A. Intimal term of contract was for 1 year with 4, one-year renewal options.

21. Are there any subcontractors being used for the current contract?

    A. No.

22. What was the initial term length of the current contract? (For example, 1 year plus 4-year options, etc.)

    A. Intimal term of contract was for 1 year with 4, one-year renewal options.

23. What was the start date of the initial contract?

    A. The effective date for initial contract was January 1, 2018.

24. What was the amount spent in the last 12 months?

    A. Budget will not be disclosed.

25. Are there any other rates billed separately (Such as equipment, vehicles, etc.)?

    A. No.

26. Are there any significant modifications from the previous contract to the new one? For instance, an increase in hours, a change in guard type (e.g., armed vs unarmed), a need for additional resources?

A. No.

27. What is the estimated total number of annual hours for this contract?

    A. Generally – 8 hours Paid per workday minus weekends and holidays where the County is closed.

28. Are there any additional services that may be needed that are not listed in the RFP? For instance, the need of additional sites, seasonal required security, etc.

    A. All locations and sites are outline within the solicitation.

29. Beyond the state and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage?

    A. None.

30. Is the current contract using vehicles? If yes, how many?

    A. No.

31. Are there any MWBE/VS/DBE or other goals for this project?

    A. There are no MWBE/VS/DBE or other goals for this project.

32. When do you anticipate the start date of a contract resulting from the award of this solicitation?

    A. Anticipated start date for this contract is February 1, 2023.

33. What is your preferred transition schedule? More specifically, how much time from the award date to the contract start date do you anticipate

    A. We plan to provide a 30 day transition date from date of contract. Intent to Award is anticipated to be announced in January 2023.

34. Per the Solicitation, "Contractor and all subcontractors providing services under this Agreement shall submit a list of all employees, who will be working on this project, with their Response to include full name, date of birth, social security number, and driver's license number for background check. Any record indicating felony violations, questionable character or possible security risk shall be just cause for denial for that person to work on this project. Final approval of employees' list shall be at the sole discretion of the County and shall not be cause for additional payment." Can El Paso County please confirm that the aforementioned materials (e.g., the social security number of employees) are only to be provided by the successful contractor and should not be included as part bidders' responses to RFP-22-155 due to the highly sensitive and confidential nature of such information?

    A. Please see the Clarifications sections located at the top of this addendum. Contractor and all subcontractors providing services under this Agreement shall submit a list of all employees, within ten (10) days from issuance of the Notice of Intent to Award.

Signature below indicates that applicant has read all the information provided above and agrees to comply in full. This addendum is considered as a section of the Request for Proposal and therefore, this signed document shall become consideration and fully submitted with the original package.

PRINT OR TYPE YOUR INFORMATION

Company Name: _____ Fax: _____

Address: _____ City/State/Zip: _____

Contact Person: _____ Title: _____

Email: _____ Phone: _____

Authorized Representative's Signature: _____ Date: _____

Printed Name: _____ Title: _____

Email: _____ Phone: _____