

November 6, 2019
BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA
REQUEST FOR PROPOSALS (RFP) Y19-1143-KB; ADDENDUM # 4

SECURITY GUARD SERVICES FOR UTILITIES

This Addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions, and/or revisions to and shall take precedence over the original documents. Additions are indicated by underlining and deletions via ~~strikethrough~~.

- A. The Proposal Opening Date is hereby changed from ~~Thursday, November 7, 2019 at 2:00PM~~ to Tuesday, November 19, 2019 at 2:00PM.**
- B. REVISED FEE SCHEUDLE FORM RFP #Y19-1143-KB is replaced in its entirety with REVISED FEE SCHEUDLE FORM A RFP #Y19-1143-KB attached herein.**
- C. THE SCOPE OF SERVICES SECTION 2, SPECIFICATION, ARTICLE 9 SCHEDULE AND BREAKS is changed as follows:** All Contractor employees shall submit an hours worked voucher or other form of documentation to be used to verify payroll and billable hours. The Contractor shall bill and invoice each post separately on a ~~weekly~~ monthly basis and forward to the Orange County representative responsible for that post.
- D. THE SCOPE OF SERVICES SECTION 2, SPECIFICATION, ARTICLE 7-A TRAINING REQUIREMENTS is deleted and replaced with:** ~~The Contractor shall maintain at least one (1) local certified trainer on a full time basis to meet training needs and requirements. The cost for this trainer(s) shall be the responsibility of the Contractor.~~

The Contractor shall maintain at least one (1) local Class "DI" license Security Officer Instructor on a full-time basis to meet training needs and requirements. The instructor shall be a dedicated individual that shall not have any other role in this contract. The cost for this instructor(s) shall be the responsibility of the Contractor. The instructor's certification(s) shall be submitted to the County upon the commencement of this contract or at any time there is a change in trainer personnel.

- E. ARTICLE 30, PRICE ESCALATION/DE-ESCALATION (CPI) is changed as follows:** The County may allow a price escalation provision within this award. The original contract prices shall be firm for the first twelve (12) months of the contract period ~~(5 years) contract period~~. A price escalation/de-escalation will be

considered at one (1) year ~~the time of contract renewal and at renewal intervals~~ thereafter, provided the Contractor notifies the County, in writing, of the pending price escalation/de-escalation a minimum of sixty (60) days prior to the contract renewal date. Price adjustments shall be based on the latest version of the Consumers Price Index (CPI-U) for All Urban Consumers, All Items, U.S. City Average, non-seasonal, as published by the U.S. Department of Labor, Bureau of Labor Statistics. This information is available at www.bls.gov.

F. THE PROPOSAL SUBMISSION REQUIREMENTS AND DOCUMENTATION SECTION 3, TAB 3-B TECHNICAL APPROACH is changed as follows:

The Proposer shall provide a detailed plan of the hiring procedures for all level of security guards and staff. The plan shall at minimum describe the drug screening process, physical assessment exams, psychological evaluation (MMPI), a ~~ten (10)~~ five (5) year employment check, and personal reference checks. See revised Section 3 attached hereto.

G. MODIFY LANGUAGE TO: Section 3, Proposal Submission Requirements and Documentation, TAB 2.B. is changed as follows:

~~The Proposer shall submit documentation in the form of an occupational license of either the principal place of business or a fully functioning satellite location of the business are located within one (1) hour from Orange County. This principal place of business or satellite (Class BB Branch Office) shall have been in place for a minimum of five (5) years.~~

The Proposer shall have a principal place of business or a fully functioning satellite location of the business (Class BB Branch Office) located within one (1) hour from Orange County.

See revised Section 3 attached hereto.

H. MODIFY LANGUAGE TO: Section 2, Specification / Scope of Services, TAB 3.B VII through IX. is changed as follows:

- VII. Physical requirements: To the extent of job related and consistent with business necessity shall be able to walk, sit, stand, lift, and/or bend throughout a shift.
- VIII. Strength requirements: To the extent of job related and consistent with business necessity shall be able to lift, carry, or hold a visitor's baggage of a maximum weight of 40 pounds.
- IX. Sight/color distinguishing ability: To the extent of job related and consistent with business necessity shall be able to distinguish color used in visual displays or badges, specifically red, green, blue, and yellow.

I. MODIFY LANGUAGE TO: Section 2, Specification / Scope of Services, TAB 3.C I. is changed as follows:

The Contractor shall provide a physical examination to each employee to determine suitability for hire prior to assignment to an Orange County post. The physical examination shall be at no cost to the County. All personnel shall meet the following physical requirements:

- I. Shall be in good health without physical defects or abnormalities that would interfere with the performance of essential duties.
- II. Shall have sight/color distinguishing ability, shall be sufficient to perform essential duties ~~as assigned~~.
- III. Shall have hearing capacity, shall be sufficient to perform essential duties ~~as assigned~~.

J. MODIFY LANGUAGE TO: Section 2, Specification / Scope of Services, TAB 3.B II. is changed as follows:

~~II. Background Investigation: Shall have no criminal convictions~~

II. Background Investigation: A security guard shall have no criminal conviction that renders him or her unsuitable for the position for which he or she is intended. Determination regarding the suitability of any security guard with a criminal conviction for assignment at the County shall require prompt disclosure and coordination with the County determination shall be based on guidance provided by the U.S. Equal Employment Opportunity Commission regarding the use of criminal conviction history in employment decisions which require a weighing of (i) the nature and gravity of the offense or discharge; (ii) the time that has passed since the offense or discharge, or the employee's completion of any sentence given as a result of the offense; and (iii) the nature of the job held or sought.

K. MODIFY LANGUAGE TO: Section 2, Specification / Scope of Services, TAB 3.A IX. is changed as follows:

~~IX. Urinalysis results for detection of controlled substances.~~

IX. Urinalysis results for detection of controlled substances, Amphetamines Cocaine, Metabolites Marijuana, Metabolites Opiate, Metabolites Phencyclidine

L. Questions and Answers

- a. Question: How long has the current prime contractor been providing this service to the county?

Answer: The commencement date for the current contract Y13-119 was February 1, 2013.

- b. Question: Your specifications call for all 7 vehicles to be 4x4 trucks or SUV's. Please confirm.

Answer: Yes, all seven (7) vehicles are to be 4x4 trucks or SUV's.

- c. Question: Since fuel can't be billed to the county, can you provide mileage estimate information for the vehicles so that we can factor into our rates without possibly assuming more than necessary?

Answer: The annual mileage is not information tracked by the County for the current contract, Y13-119.

- d. Question: Will pricing be read aloud at the public proposal opening?

Answer: Pricing for RFP Y19-1143-KB will not be read aloud at bid opening, however pricing will be discussed publicly at the procurement committee meeting.

- e. Question: Vehicular equipment requirements include First Aid equipment. Is it the desire of the county that security officers be First Aid, CPR and/or AED trained?

Answer: No, this is not required.

- f. Question: Our closest office is 1 hour, 45 minutes from OC. Would this render us non-responsive?

Answer: The Proposer shall have a principal place of business or a fully functioning satellite location of the business located within one (1) hour from Orange County.

- g. Question: Is the current contract available for review?

Answer: The contract is available for review and can found at <http://apps.ocfl.net/OrangeBids/TermContracts/listtermcontract.asp?submitted=1>

- h. Question: Pre-employment Screening - Section 3. A. states: it shall include a five (5) year background. Tab 3. B. states it shall include a ten (10) year background. Please clarify. Section 3 states 5 year employment background

Answer: See modifications to Proposal Submission Requirements and Documentation above as page 2,item F.

- i. Question: How many personal reference check are required per candidate?
Quantity is not specified

Answer: The minimum required personal reference checks is two (2) per candidate.

- j. Question: Billing Section 9 states: "...bill and invoice each post separately on a weekly basis". Article 3. A. states "...bill the County on a monthly basis". Please clarify.

Answer: See modifications to Schedule and Breaks above as item C.

- k. Question: Response Outline - The Tabs jump from Tab 5 to Tab 7. Please advise, is there a Tab 6?

Answer: Tab 6 is omitted.

- l. Question: Fee Schedule Form Section 15 outlines that seven (7) vehicles will be required for this project. Item 9 on the Fee Schedule Form asks for pricing on six (6) vehicles. Please clarify.

Answer: Yes, a minimum of seven (7) vehicles are required. **Revised Fee Schedule Form A** attached herein.

- m. Question: Firm Pricing Article 30 states: "prices shall be firm for all 5 years" We would like to clarify that this means the rate will stay consistent for all 5 years, regardless of CPI increase?

Answer: See modifications to Article 30, Price Escalation/De-Escalation (CPI) above as page 1, item E.

- n. Question: Scope of Services #3, Item C, Physical Examination: Just to clarify, are you looking for a physical that's performed by a licensed medical practitioner?

Answer: Yes, the physical examinations shall be performed by a licensed medical practitioner.

- o. Question: Scope of Services #7, Training Requirements B. Uniformed Security Guard II: Can you provide the number of hours for Orange County Electronic Card Access System training?

Answer: The training for the electronic card access system shall be a minimum of ½ hour.

- p. Question: Scope of Services #7, Training Requirements, Pg. 8 - Can you clarify the level of certification for the required full time trainer?

Answer: See modifications to Training Requirement above as page 1, item D.

- q. Question: Scope of Services #8, Uniforms & Equipment - Will the county supplied individual picture proximity cards meet the requirement of photo ID for all personnel?

Answer: No, the Contractor shall provide all personnel with a valid photo ID at no cost to the County in accordance with Article 8, Uniforms and Equipment.

- r. Question: What are the current company's billing rates?

Answer: The current billing rates are listed online with the contract and is available for review and can found at <http://apps.ocfl.net/OrangeBids/TermContracts/listtermcontract.asp?submitted=1>

- s. Question: Is there a WMBE set aside on the current contract?

Answer: No. Orange County Government does not have a set aside program for M/WBE's. Refer to section 3 page for the M/WBE goals.

- t. Question: Are there minimum pay-scales on the current contract?

Answer: Yes, the contract is available for review and can found at <http://apps.ocfl.net/OrangeBids/TermContracts/listtermcontract.asp?submitted=1>

- u. Question: How long has the current vendor been providing these services?

Answer: The commence date for the current contract was February 1, 2013.

- v. Question: In order to provide accurate pricing, what is the approximate amount of mileage driven on each vehicle at each site?

Answer: The annual mileage is not information tracked by the County for the current contract, Y13-119.

w. Question: Can you provide a copy of the pre-bid meeting sign in sheets?

Answer: The pre-bid sign in sheets can be located at http://apps.ocfl.net/orangebids/Bid_Addenda.asp?PrinterFriendly=1&Visitor=Guest&OID=205264&OrangeBids=1&Plans=

x. Question: Section 3, page 2, re. Tab 1 - Qualifications of Staff - please clarify the number of licenses required for submission. Is this exclusively for the management team proposed, as part of the organizational chart provided? Since many transitions of security providers involve keeping incumbent officers, it is not possible for non-incumbent respondents to know what officers/licenses to submit.

Answer: The contractor shall submit licenses for the personnel intended to be utilized if awarded the contract.

y. Question: Please confirm that Tab 6 is not required.

Answer: Tab 6 is omitted.

z. Question: Section 3, page 8 Identifies additional points for the utilization of dislocated workers. Please confirm the appropriate place in our response to identify this information.

Answer: Refer to Section 5: Attachments. "Dislocated Worker Proposed Hiring Information"

aa. Question: Is a signed copy of the contract required as part of proposal submission?

Answer: No.

bb. Question: Section 2, page 12, B. 1.) re guard required for Eastern Regional Water Supply Facility. The category of guard (I or II, Armed or Unarmed) is not designated. (SIC)

Answer: The Eastern Regional Water Supply Facility shall have Uniformed Security Guard I – Unarmed.

cc. Question: Section 2, page 15, L. 1.) re guards required for Westerly Effluent Discharge Site. The RFP states two (2) security guard posts.....216 hours. (SIC)

Answer: The Westerly Effluent Discharge Site shall have (2) Two – Uniformed Security Guard I – Armed.

dd. Question: Is this bid set aside WMBEs or SLBEs? Or are there any goals if we have WMBEs or SLBEs or DVBE subcontractor

Answer: No. Orange County Government does not have a set aside program for M/WBE's or SDV's. The goal for utilization of M/WBE's is 24%. There are no goals for SDV's. The proposer may receive bonus points for utilizing an Orange County Government SDV. Refer to Section 3, pages 5-10.

ee. Question: Does this bid required bid bond or performance bond? If yes how often have you assessed liquidated damage, if applicable? (SIC)

Answer: No, Request for Proposals Y19-1143-KB does not require a bid bond or performance bond. Liquidated damages are not applicable.

ff. Question: Is a Bid Bond required? If yes, how much? How often / how many times have you assessed liquidated damages, if applicable?

Answer: No, a bid bond is not required for this Request for Proposals. Liquidated damages is not in the current contract. Liquidated damages are not applicable.

gg. Question: If awarded, will a Performance Bond be required? If yes, how much?

Answer: No, a Performance Bond will not be required for this Request for Proposals

hh. Question: Is Payment Bond required?

Answer: No, a Payment Bond is not required for this Request for Proposals.

ii. Question: Does this IFB (SIC) require a more thorough written narrative or proposal outside of the forms provided?

Answer: This is not an Invitation for Bids, this is a Request for Proposals. Proposers shall submit all information specified in Section 3, Proposal Submission Requirements and Documentation.

jj. Question: Will the department provide a separate line item for holiday rates?

Answer: There shall be no additional line item for holiday pay added to the Fee Proposal Form.

kk. Question: "Are the blended wages applicable to part time employees?"
(SIC)

Answer: The minimum hourly rate paid to security guards by the Contractor shall meet the minimum levels as described in Item #4 of the Scope of Services, this applies to all guards assigned to this contract.

ll. Question: What materials/resources will the Department provide to contractor employees?"

Answer: Items provided by the County for this solicitation are prescribed in Article 11 - Items Provided by Orange County. The County shall provide keys, proxy cards, communication radios, Orange County email accounts, computers at locations that they are needed, and flexible office space.

mm. Question: What type of security do you envision utilizing? (Roving Patrols, Response Work, Cameras & Remote Technology, etc.)

Answer: Services shall include but are not limited to crowd control, asset protection, building envelope security, occupant protection, and roving services etc.

nn. Question: Should the proposer allocate the split shift expense into our hourly rate or will the City (SIC) allow for the vendor to bill the split shift expense separately.

Answer: Rates shall not be split.

oo. Question: What is the initial term of contract? Are there any option years; if so, how many?

Answer: The initial term for RFP Y19-1143-KB is five (5) years with a renewal clause for two (2) additional one (1) year terms.

pp. Question: Does the district (SIC) require the officers to carry non-lethal equipment such as pepper spray or Tasers?

Answer: No, these items are not required.

qq. Question: How are meal breaks currently being conducted?

Answer: The current contract does not allow posts to be unmanned for breaks.

rr. Question: Are there enough officers to break each other?

Answer: Guards stationed to a post are not to leave the post for breaks.

ss. Question: Section 2, top of page 4: Letter C says “Armed Uniformed Security Guard I.” Letter D also says “Armed Uniformed Security Guard I” but has a different pay rate. Should we assume that D. Is Armed Uniformed Security Guard II?

Answer: Addendum #1 issued on September 18, 2019 provides clarification to this and a new Fee Proposal Form was issued as well.

tt. Question: Section 2 bottom of page 11: Vehicles – approximately how many miles per year are these 7 vehicles driven?

Answer: The annual mileage is not information tracked by the County for the current contract, Y13-119.

uu. Question: Section 2 bottom of page 12: Letter B describes how many hours are required at Eastern Regional Water Supply Facility; Unlike every other facility described, there is no approximate number of hours per week for this facility. Should we assume this is 84 HPW since that is what the description adds up to?

Answer: Yes, the estimated total of hours per week for the Eastern Regional Water Supply Facility #1 is 84 hours per week.

vv. Question: Section 3 page 4: this section describes a number of required Tabs for the Submittal Requirements. There does not appear to be a Tab 6 – it goes from Tab 5 to Tab 7. Should we assume there is no required Tab 6?

Answer: Tab 6 is omitted.

ww. Question: Who is the current security provider?

Answer: The incumbent is G4S Secure Solutions, USA

xx. Question: What are the current pay and bill rates?

Answer: The current billing rates are listed on line with the contract and is available for review and can found at <http://apps.ocfl.net/OrangeBids/TermContracts/listtermcontract.asp?submitted=1>

yy. Question: What is the total annual spend for the last year; are financials available?

Answer: The total annual spend for fiscal year 2018/2019 was \$1,148,239.90.

zz. Question: Section 2 page 6-9 – there are extensive basic training requirements for which we have a two-part question: Are any incumbent officers who are retained required to receive the detailed basic training?

Answer: All guards will be required to be trained under the new contract.

aaa. Question: Is there a set number of pre-assignment training hours required for new and/or incumbent officers by the new contractor?

Answer: No.

bbb. Question: What are the current bill rates Orange County is paying for this service, by position?

Answer: The current billing rates are listed on line with the contract and is available for review and can found at <http://apps.ocfl.net/OrangeBids/TermContracts/listtermcontract.asp?submitted=1>

ccc. Question: Can you please provide the annual cost for the current security contract?

Answer: The total annual spend for fiscal year 2018/2019 was \$1,148,239.90.

ddd. Question: Per Article 30 of the sample contract, the original contract prices shall be firm throughout the initial 5-year contract term. Will the County consider permitting the Contractor to increase rates with automatic effect from time to time in order to recoup increases in the following costs that are outside the Contractor's control: Federal, state or local taxes, levies, or required withholdings; costs under collective bargaining agreements; minimum wage rates and other statutory requirements, such a legally mandated sick leave costs; and medical and other benefit costs?

Answer: See modifications to Price Escalation/De-Escalation page 1, item E.

eee. Question: We note the County's background adjudication standards in RFP Section 2 Article 3.B.II. We assume those standards are intended to comply with Title VII of the Federal Civil Rights Act of 1964 which prohibits employment discrimination. In interpreting Title VII, EEOC Enforcement

Guidance 915.002 (4/25/12) prohibits blanket exclusions based on a class of crime. The Guidance requires assessment of the facts and circumstances of a conviction to determine whether it truly renders a person unsuitable for the position for which he or she is intended. Will the County replace the cited section with the following to achieve compliance with applicable law?

“Background Investigation: A security guard shall have no criminal conviction that renders him or her unsuitable for the position for which he or she is intended. Contractor’s determination regarding the suitability of any security guard with a criminal conviction for assignment at the County shall be based on guidance provided by the U.S. Equal Employment Opportunity Commission regarding the use of criminal conviction history in employment decisions which requires a weighing of (i) the nature and gravity of the offense or discharge; (ii) the time that has passed since the offense or discharge, or the employee’s completion of any sentence given as a result of the offense; and (iii) the nature of the job held or sought.”

Answer: See modifications to Section 2, Specification / Scope of Services above as, page 3, item J.

- fff.** Question: We assume that the Contractor’s compliance with the fitness standards in the RFP is intended to be in accordance with applicable law, including the Americans with Disabilities Act (“ADA”). Will the County revise the cited sections as follows to achieve alignment with the parameters of the ADA?
- i.** RFP Section 2 Article 3.B.VII through Article 3.B.IX:
 - a.** In each Article, insert the phrase “to the extent job related and consistent with business necessity” before the word “shall” at the beginning of each Article.
 - 2.** RFP Section 2 Article 3.C.I Insert the word “essential” before the word “duties”. RFP Section 2 Article 3.C. II and Article 3.C.III.
 - a.** In each Article, replace the phrase “duties as assigned” with the phrase “essential duties.”

Answer: See modifications to Section 2, Specification / Scope of Services above as, pages 2-3, item H and I.

- ggg.** Question: Scope of Services, item 4.D specifies minimum wages for each officer level. Does the County intend to review these wages based on the labor market or does the County intend to leave these minimum wages throughout the duration of the contract? As such, should bidders assume that it is the County’s intention is the use the minimum wage shown as the minimum acceptable wage and not the required wage? Are there any

minimum benefits required such as healthcare, vacation, paid holidays, uniform costs, etc.? (SIC)

Answer: The minimum wage is the minimum the officers shall be paid but not the required wage throughout duration of the contract. There are no minimum benefits required by the County.

hhh. Question: The Submittal Requirements on TAB 1 Qualifications of Staff Item A states “Provide an organization chart that lists all staff to be assigned to provide the required services and comprehensive resumes for each describing experience, training and education in the required services.” It would be impossible for any vendor to provide resumes for all staff to be assigned – other than the incumbent – which represents a distinct competitive disadvantage to all other vendors. Can Orange County please clarify which positions are required for vendors to submit resumes for?

Answer: The Organization Chart shall list staff intended to be used for this contract if awarded. If Proposer has a vacancy they may indicate that a position on the Organization Chart will require recruitment.

iii. Question: The Submittal Requirements on TAB 1 Qualifications of Staff item B requests that “Proposer shall include copies of Florida State Licenses for employees in these positions, to include, but not limited to Security Officer, Security Officer Instructor, and Manager Security Agency as appropriate. Copies of Florida State Licenses for Security Officer, Security Officer Instructor and Manager.” Since the incumbent provider will be the only bid participant to currently have all of these positions staffed, are other bidders required to assume the expense of recruiting the staff for each of these positions in order to comply with this requirement?

Answer: Proposer shall submit licenses as available. If the Contractor will have to recruit for a proposed position, they shall indicate the positions that require recruitment.

jjj. Question: TAB 2.C Qualifications of Firm states “The Proposer shall submit documentation in the form of an occupational license of either the principal place of business or a fully functioning satellite location of the business are located within one (1) hour from Orange County. This principal place of business or satellite (Class BB Branch Office) shall have been in place for a minimum of five (5) years.” Can the County clarify if the branch shall have been in place within the County for a minimum of five (5) years or if it must have been at the same physical address for a minimum of five (5) years?”

Answer: See modifications to Section 3, Proposal Submission Requirements and Documentation above as, page 2, item G.

kkk. Question: Can you please clarify Items 4.C and 4.D, Armed Uniformed Guard I? They appear to be the same. "C. Armed Uniformed Security Guard I: This guard possesses the same training required of a Uniformed Security Guard II. This guard shall be a Contractor armed security guard (Requires a "G" License). The minimum pay rate for this guard shall be \$14.00 per hour. D. Armed Uniformed Security Guard I: This guard possesses the same training required of a Uniformed Security Guard II. This guard shall be a Contractor armed security guard (Requires a "G" License). This guard should work as the supervisor of all guards on contract. The minimum pay rate for this guard shall be \$15.00 per hour."

Answer: C. Armed uniform Guards I is not a supervisor and D. Armed Uniformed Security Guard II should work as the supervisor to all guards on contract.

III. Question: Security Patrol Vehicle -The Fee Schedule Form states "All operational costs, including administrative, tax, insurance, fuel, maintenance, replacement and all other costs for these vehicles." Therefore, the estimated annual mileage will be needed for each of the required Security Patrol Vehicle as well as the Utilities Roving Lead Guard?

Answer: The annual mileage is not information tracked by the County for the current contract, Y13-119.

mmm. Question: Is parking for employees provided by the County to the contractor at no cost to the contractor?

Answer: Parking is available for employees at no cost for the sites listed in the contract.

nnn. Question: Are fixed post officers relieved for meal and comfort breaks by another security officer or the supervisors?

Answer: Any breaks where the officer intends to leave the site, for any amount of time, must be filled by an additional qualified and otherwise unassigned officer, at the Contractor's expense.

ooo. Question: If it is another security officer, is the officer a roving officer filling another identified post or a dedicated officer providing required breaks?

Answer: Any breaks where the officer intends to leave the site, for any amount of time, must be filled by an additional qualified and otherwise unassigned officer, at the Contractor's expense.

ppp. Question: Who is the evaluation committee composed of?

Answer: The Procurement Committee shall be comprised of the following voting and non-voting members: Board Delegate, User-Department or User-Agency Delegate, User Division Delegate, County Administration Delegate, At-Large Technical Delegate, Business Development Delegate, Procurement Committee Chairperson.

qqq. Question: Please provide the most recent invoices submitted by the incumbents to the County.

Answer: The previous contract information, Y13-119, is available through a public records request at: PublicRecordsRequest@ocfl.net

rrr. Question: What is the anticipated start date for this contract?

Answer: The anticipated commence date is February 1, 2020.

sss. Question: How should proposed changes to the County's agreement, upon which we would like to negotiate to arrive at mutually agreeable terms, be submitted?

Answer: Any exceptions to the contract must be clearly indicated by the return of the standard contract with the proposal as stated in Article 4 Draft Contract page 2 of the General Terms and Conditions.

ttt. Question: Who is responsible for paying the employee background checks?

Answer: All costs associated with the pre-employment check shall be at no cost to the County as stated in the Scope of Services herein.

uuu. Question: TAB 4 FEE SCHEDULE states "Each proposer shall complete and submit the Fee Schedule included herein. The hourly fees shall include ALL costs associated with performance of the contract including travel and out-of-pocket expenses." Would the County please disclose what travel and out-of-pocket expenses the vendor should anticipate?

Answer: The County cannot determine what travel and out of pocket expenses the contractor will incur.

vvv. The Fee Schedule states *These estimated hours include contingency needs, i.e. fire watches, short term assignments, etc. Would the County please disclose the amount paid to the current contractor for these additional services outside of the current contract during the last two years?(SIC)

Answer: The estimated hours on the Bid Response Form are based on the aggregate of past hours used.

www. Question: Who is the incumbent?

Answer: The incumbent is G4s Secure Solutions, USA

xxx. Question: What is current bill rate?

Answer: The current billing rates are listed on line with the contract and is available for review and can found at <http://apps.ocfl.net/OrangeBids/TermContracts/listtermcontract.asp?submitted=1>

yyy. Question: What have been County complaints with the current vendor?

Answer: The previous contract information, Y13-119, is available through a public records request at: PublicRecordsRequest@ocfl.net

zzz. Question: Do current officers have right of first refusal?

Answer: Right of first refusal is not a consideration of this solicitation.

aaaa. Question: Scope of Services, Sections 3A & 3B, Requirements, These sections make no mention of a psychological exam (MMPI), while such a requirement is referenced in Tab 3, Technical Approach, Section B. Is a Minnesota Multiphasic Personality Inventory (MMPI) exam a requirement?

Answer: Yes, this is required.

bbbb. Question: Scope of Services, Sections 3A & 3B, Drug Testing, Can the County detail the specific number and type of panels that are to be tested under this requirement? (5 panel, 9 panel, 10 panel?)

Answer: Drug Screen – Five panel to include the following modifications to Section 2, Specification / Scope of Services above as, page 3, item K.

cccc. Question: Scope of Services, Sections 3A & 3B, Drug Testing, Will the County accept Oral Swab testing by reputable drug testing firms using industry standards?

Answer: The County will accept oral swab testing for pre-employment as long as pre-employment checks meet or exceed the minimum requirements specified in Scope of Services, Section 3A & 3B.

dddd. Question: Scope of Services, Sections 3C - Physical Suitability Exam, will the county provide the specific form for completion of this exam?

Answer: The County does not have a form. Such clearances shall be provided by a medical professional.

eeee. Question: Will the County identify the specific occupational health standards that applicant must meet in a physical capabilities exam?

Answer: The County does not have applicant standards. Such clearances shall be provided by a medical professional.

ffff. Question: Will the County identify the specific occupational health standards that applicant must meet in a visual exam?

Answer: The County does not have applicant standards. Such clearances shall be provided by a medical professional.

gggg. Question: Will the County identify the specific occupational health standards that applicant must meet in a audiometric exam?

Answer: The County does not have applicant standards. Such clearances shall be provided by a medical professional.

hhhh. Question: Scope of Services, Section 6F – Emergency Services, such services typically incur overtime expenses. Are those services billable at an overtime rate?

Answer: No, only hours over forty (40) are considered overtime hours.

iiii. Question: Scope of Services, Section 7B – Training Requirements, Security Guard II's and Contractor Supervisory personnel shall attend training offered by either Orange County personnel or designated provider regarding the use and operation of the Orange County Electronic Card Access System. How long is this training?

Answer: The training for the electronic card access system shall be a minimum of ½ hour.

jjjj. Question: Scope of Services, Section 12 – Vehicular Equipment, all operational costs, including administrative, tax, insurance, fuel, maintenance, replacement and all other costs for these vehicles shall be borne by the Contractor and be included in the monthly rate. If no, will the county provide supporting data to more accurately calculate fuel costs?

Answer: Information is unavailable

kkkk. Question: If possible, can the County provide the following information:
Miles driven per vehicle, per post, per week for the most recent 3-month period?

Answer: The County does not track mileage for the current contract, Y13-119.

M. ACKNOWLEDGEMENT OF ADDENDA

- a. The bidder shall acknowledge receipt of this addendum by completing that applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned no later than the date and time for receipt of the bid.
- b. All other terms and conditions of the RFP Y19-1143-KB remain the same.
- c. Receipt acknowledge by:

Authorized Signature

Date

Title

Name of Firm

REVISED SECTION 3, PROPOSAL SUBMISSION REQUIREMENTS AND DOCUMENTATION TAB 2 and 3 – TECHNICAL APPROACH

SUBMITTAL REQUIREMENTS

The following information shall be submitted with your proposal. Failure to submit this information in its entirety will negatively impact the evaluation of your proposal.

TAB 2. QUALIFICATION OF FIRM

- A. List at least five (5) references, with a minimum of two (2) from governmental entity experience, for which the Proposer has performed work similar in scope and magnitude including the contact name, address, email address, telephone number and date of the contract. Documentation shall include a description of the scope of services performed, which includes but not limited to the number of sites served, the number of security guard staff, training provided, and dates of performance.
- B. The Proposer shall have a principal place of business or a fully functioning satellite location of the business (Class BB Branch Office) located within one (1) hour from Orange County.
- C. The Proposer shall provide a copy of the Class “B” Security Agency license issued by the State of Florida pursuant to Chapter 493, Florida Statutes. Additionally, the Proposer shall provide a copy of a copy any Class “BB” Security Agency Branch Office license for any Branch Office and any Class “DS” Security Officer School license with responsibility for services under this contract.

Documentation shall demonstrate the Proposer’s capabilities with the following:

- D. Provide a description of the firm’s experience in scheduling security guard shifts for multiple locations, based on operational requirements of the individual locations.

TAB 3. TECHNICAL APPROACH

- A. Provide a brief description of the Proposer’s approach to planning, organizing, and carrying out security guard services as specified in the Scope of Services for this project to include:
 - The Proposer’s administrative approach shall identify the firm’s local organizational structure, how effective management and oversight shall be accomplished.

- B. The Proposer shall provide a detailed plan of the hiring procedures for all level of security guards and staff. The plan shall at minimum describe the drug screening process, physical assessment exams, psychological evaluation (MMPI), a five (5) year employment check, and personal reference checks.
- C. Provide a sample of each report within the scope of services stated herein.
- D. Describe how the firm monitors and ensures that security guards do not exceed the maximum working hours and are provided adequate off duty breaks per the Scope of Services. This plan shall take into consideration hours worked at other locations not covered by this contract.
- E. Describe how the firm will provide real-time data for security guard services Countywide and make it available upon the County's request.
- F. Provide a sample curriculum, including hours of training required, course descriptions, sample lesson plans, and any other supporting documentation to successfully accomplish, per the State Statute requirements for training of guards.
- G. Provide a plan detailing the procedure for testing and inspecting types and frequencies of equipment to ensure proper performance.
- H. Confirm the Proposer's agreement to meet the minimum requirements of this Request for Proposals and the Scope of Services herein:

**REVISED FEE SCHEDULE FORM-A
RFP #Y19-1143-KB**

Item No.	Type of Service	Estimated Monthly Hours	Unit Price	Estimated Monthly Price	Estimated 5 Year Total
1	Security Guard Level I (Unarmed)	6,000	\$ _____ x \$ _____ /mo.	x 60 = \$ _____	
2	Security Guard Level II (Unarmed)	750	\$ _____ x \$ _____ /mo.	x 60 = \$ _____	
3	Security Guard Level I (Armed)	1,000	\$ _____ x \$ _____ /mo.	x 60 = \$ _____	
4	Security Guard Level II (Armed)	1,000	\$ _____ x \$ _____ /mo.	x 60 = \$ _____	
5	Security Guard Level I (Unarmed)-Overtime	50	\$ _____ x \$ _____ /mo.	x 60 = \$ _____	
6	Security Guard Level II (Unarmed)-Overtime	50	\$ _____ x \$ _____ /mo.	x 60 = \$ _____	
7	Security Guard Level I (Armed)-Overtime	50	\$ _____ x \$ _____ /mo.	x 60 = \$ _____	
8	Security Guard Level II (Armed)-Overtime	50	\$ _____ x \$ _____ /mo.	x 60 = \$ _____	

*These estimated hours include contingency needs, i.e. fire watches, short term assignments, etc.

9	Security Patrol Vehicle -All operational costs, including administrative, tax, insurance, fuel, maintenance, replacement and all other costs for these vehicles	7	\$ _____ x \$ _____ /mo.	x 60 = \$ _____
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TOTAL ESTIMATED 5 YEAR BID \$ _____