



## PROCUREMENT DIVISION

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**Addendum 2**  
**RFP 11-12-201**  
**December 1, 2011**

### Unarmed Security Guard Services

Each recipient of this Addendum acknowledges all of the provisions set forth in the Request for Proposal and agrees to be bound by the terms thereof.

This addendum shall modify, clarify, change or add information and become part of the above referenced Request for Proposal.

**Question 1:**

What are the current pay rates for security officers at Currie Park?

**Answer 1:** \$16.10/hour.

**Question 2:**

What is the current bill rate in place for security coverage at Currie Park?

**Answer 2:** Monthly.

**Question 3:**

Are we able to retrieve a copy of the current security contract in place with the City of West Palm Beach and the current incumbent?

**Answer 3:** Available upon request.

**Question 4:**

Will some of the current incumbent officers be able to stay on?

**Answer 4:** Unknown.

**Question 5:**

Are there any fines for non-compliance?

**Answer 5:**

Funds are provided by a Federal grant and reimbursement of expenditures will not occur unless there is complete compliance. Non-compliance also jeopardizes future contracts dependent on the same funding source.

**Question 6:**

a. Does the bidding vendor need to include a patrol vehicle or golf cart into their pricing?

**Answer 6:** Yes.

b. Do we have the option to direct bill the City of West Palm Beach on a monthly basis for a patrol vehicle?

**Answer 6:**

Yes, as long as it specifies number of hours and days that match the hours of the Security Guards on duty.

**Question 7:**

If a golf-cart is required for Currie Park, is there an area where we can store and charge the golf-cart?

**Answer 7:** No.

**Question 8:**

Is there any armed coverage involved with this opportunity?

**Answer 8:** No.

**Question 9:**

Is there a performance bond required for this contract?

**Answer 9:** No.

**Question 10:**

Is there a bid bond required for this project?

**Answer 10:** No.

**Question 11:**

Is there a living wage ordinance in place?

**Answer 11:** See answer 23.

**Question 12:**

Are health benefits required for security officers in this bid?

**Answer 12:** No.

**Question 13:**

How many holidays are observed by "The City of West Palm Beach"??

**Answer 13:** Eleven.

**Question 14:**

Are Holidays billable?

**Answer 14:** Yes.

**Question 15:**

Is overtime billable?

**Answer 15:** No.

**Question 16:**

Can you provide us with a copy of the weekly schedule or an exact breakdown of current shift/positions?

**Answer 16:** Not available.

**Question 17:**

Can you clarify the exact amount of security hours to be performed weekly?

**Answer 17:**

The range of hours needs to be flexible. The hours may change depending upon time of year, special events and other unforeseen circumstances. The hours in the RFP provide an idea of the minimum and maximum required hours. The security officers will always be scheduled during weekends and some days during the week. The number of week days is unknown at this time.

**Question 18:**

Can you please provide a detailed breakdown of the training requirements for each job description? (Specifically, how many an hour of OJT (On-the job training) does the City of West Palm Beach require for each unarmed security officer?)

**Answer 18:**

Standard security guard training is required.

**Question 19:**

On page 13, Section C of the solicitation it states "Vehicle. Proposer shall furnish one (1) vehicle, easily identified as "security", for use by the two (2) security guards in the performance of duties". What type of vehicle is required (e.g., truck, SUV, car, golf cart, etc.)

**Answer 19:**

This is only a one security officer detail. Any of the aforementioned modes of transportation would suffice. The vehicle just needs to be readily identifiable as being a security vehicle.

**Question 20:**

On page 14 of the solicitation it states "In accordance with the SB Ordinance, a goal for SB participation has been set **in the minimum amount of 15%** of the total contract value." Since 50-70 HPW would only provide 7.5-10.5 HPW to the small business which would mitigate hiring a full-time or even part-time person to meet this requirement, would it be allowable to take an exception to this requirement and still be permitted to submit a bid?

**Answer 20:**

SB participation is encouraged. It does not prevent anyone from submitting a bid.

**Question 21:**

Who is the current contractor?

**Answer 21:** IPC.

**Question 22:**

What is the current hourly billing rate?

**Answer 22:** See answer 1.

**Question 23:**

Is there a living wage or required minimum wage payable to the guards?

**Answer 23:**

Must comply with State and Federal minimum wage guidelines.

**Question 24:**

The hours are stated as 50-70 hours in the bid. Can you give a more accurate estimate of the hours? It doesn't say how many day per week.

**Answer 24:**

The range of hours needs to be flexible. The hours may change depending upon time of year, special events and other unforeseen circumstances. The hours in the RFP provide an idea of the minimum and maximum required hours. The security officers will always be scheduled during weekends and some days during the week. The number of week days is unknown at this time.

**Question 25:**

a. Do the guards work holidays?

**Answer:** Yes.

b. If so which holidays?

**Answer:**

Any holiday that falls on a weekend.

**Question 26:**

On pg 4 it states that a vehicle is required but on pg 8 it says : bikes, golf carts or any other means. What does the contract require?

**Answer 26:**

A vehicle that can be readily identifiable as a security vehicle. Something that is marked and has security light(s) on it.

**Question 27:**

In the specs you ask about a patrol vehicle make and model. But you also mention bike patrols. Is this in addition or is the city open to bike patrols instead of a vehicle patrol?

**Answer 27:**

In addition. There needs to be some sort of vehicle on site that can be identified as a security vehicle.

On page 13, Item C, change two (2) security guards to one (1) security guard.

All other information remains the same.

Bidders must acknowledge receipt of this Addendum No. 2 in the space provided below. This Addendum forms an integral part of the ITB documents and therefore must be executed. Failure to return this addendum with your bid submittal may be cause for disqualification.

Issued By: City of West Palm Beach  
Procurement Division  
December 1, 2011

Signed By: Althea Pemsel  
Althea Pemsel, MA, C.P.M.  
Procurement Official

BIDDER: \_\_\_\_\_

Signed By: \_\_\_\_\_

Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

End of Addendum 2