

PORT OF OAKLAND
ADDENDUM 1
Request for Proposals
Middle Harbor Shoreline Park Security Services

August 16, 2010

Interested Parties:

This Addendum is being issued to amend and clarify the above named RFP. All information contained herein is binding on all proposers who respond to this RFP. Unchanged sections of the RFP remain as originally published.

Please note that the new date for submitting your proposal is September 2, 2010.

1. Invitation, Section 1, Page 4, 4th Paragraph

Delete existing paragraph in its entirety and replace with the following:

Proposers are advised that questions received after August 28, 2010 will not be answered.

2. Scope of Services, Section 3, Page 5

Delete existing sections 1-9 in their entirety and replace with the following:

The Port will select a company to provide security service in the Middle Harbor Shoreline Park. The contract start date will be December 15, 2010 – the length of contract will be one year with the possibility of renewal options up to a maximum term of five (5) years. The selected firm will work with the Port of Oakland staff to provide services with the following capabilities:

1. Currently and until December 31, 2010, the park is subject to East Bay Regional Park District Police Ordinance 38. Beginning January 1, 2011, the park is subject to the City of Oakland's Park Ordinances. Contractor shall be responsible for contacting Oakland Police Department to establish and maintain communication on behalf of Middle Harbor Shoreline Park.
2. Security shall be 24 hours/7 days a week.
3. One unarmed guard during the day to conduct camera monitoring and roving throughout the park every 2 hours. Guard shall interact with the public and answer their questions as needed. Day Guard uniform shall be tan, brown, or green. Day being defined as the time period between 6:00 a.m. and 10:00 p.m.
4. Two armed guards during the night to conduct camera monitoring and roving throughout the park every 2 hours. Night being defined as the time period between 10:00 p.m. and 6:00 a.m.

5. Contractor is responsible for purchasing security camera and surveillance monitoring equipment. Camera equipment to be purchased should be equal to or greater than the following:

Virtual PTZ – Digital Pan/Tilt/Zoom, continuous 8x zoom

Internal DVR –SD card (up to 32 GB)

Individual choice of lens: tele/wide-angle, day/night, 180° panorama function

Integrated microphone, speaker and PIR motion detector

Max. Image resolution – Color: 2048 X 1536 (3 mega), Black/White: 1280 X 960 (Mega), Dual image: 2560 X 960 (2.5 Mega), no QXGA

Proposed cameras will be placed on the Tower at the Mole and on the Trailer at entrance of the park. Port staff will conduct all wiring and installation of equipment. Suggested different mounting sites can be part of your proposal.

6. Unlock/Lock the Park Gates and Bathrooms each morning and at closing
7. Monthly “incident” reporting is required. Port staff will meet monthly with contractor’s site supervisor to discuss incident report and other issues.

3. Port Policy Requirements, Section 4, C, Page 6

Delete existing paragraphs in their entirety and replace with the following:

C. Policy:

On March 5, 2002, the voters in the City of Oakland passed Measure I, adding to the City Charter Section 728 (“§728”) entitled “Living Wage and Labor Standards at Port-assisted Businesses.” §728 requires Port Aviation and Maritime businesses that meet specified minimum threshold requirements to pay all nonexempt employees a Living Wage rate established by City Ordinance and adjusted annually based on the Consumer Price Index for the San Francisco, Oakland and San Jose area. The current Living Wage rate as of July 1, 2010 is at least \$11.15 with credit given to the employer for the provision to covered employees of health benefits, and \$12.82 without credit for the provision of health benefits. Specifically, §728 applies to Port contractors and financial assistance recipients with the Aviation or Maritime divisions that have contracts worth more than \$50,000 and that employ more than 20 employees who spend more than 25% of their time on Port-related work. §728 also provides covered employers with incentives to provide health benefits to employees, establishes a worker

retention policy, requires covered employers to submit quarterly payroll reports and requires covered employers to allow Port representatives access to payroll records in order to monitor compliance and labor organization representatives access to workforces during non-work time and on non-work sites. Covered

employers are responsible for complying with the provisions of §728 from the date the covered contract is entered into. When a contract is awarded, the contractor will be required to fill out the attached Employer Self Evaluation Form and Certificate of Compliance (see Attachment I) and return them to the Social Responsibility Division. (i.e., do not include these forms in your statement of qualification/proposal).

Submit a written statement indicating that Proposer has reviewed the Living Wage Requirements, included herein as Attachment I to this Request for Proposals, and that Proposer will comply with said requirements. (See Section 6, B, 5, Living Wage Requirement)

4. Additional Provisions, Section 5, A, Page 8

Delete existing section in its entirety and replace with the following:

A. Ownership of Proposal:

All rights to information developed, disclosed, or provided in a Proposal and its attendant submissions are the property of Port, unless a Respondent makes specific reference to data that is considered proprietary. To the extent that a Respondent claims any copyright, patent, or other intellectual property right in any portion of its RFP, submission of an RFP constitutes the Respondent's express grant and assignment of a perpetual, transferable (in whole or in part), non-exclusive royalty-free license to the Port for all such portions as applicable.

5. Proposal Format and Contents. Section 6, A, Page 11

Delete existing section in its entirety and replace with the following:

A. PROPOSER'S QUALIFICATIONS AND PROJECT APPROACH

1. Include a Letter of Introduction and brief summary of the proposal. The letter must be signed by a person authorized to commit the company. Submission of the letter will be deemed to be a representation by your company that your company is willing and able to perform the commitments contained in the proposal. (Letter of Introduction shall be no more than 1 double-sided or 2 single-sided pages.)

2. Provide a brief description of all participating companies, including the following required information: (1) general background, capabilities, and available resources, (2) years in business (minimum 10 years required), (3) total number of staff, (4) type of business entity.

3. A list of similar projects (references) within the last five years, with relevant experience to the type of work proposed in this RFP. Include the following information.

- The client/owners' names, address and the phone number

- The project's name, location, a brief description of the project and its current status.
 - The value of the project
4. Include a brief summary of the pre-employment screening/guard certification process.
 5. Cost Proposal: Proposer shall submit a one-year cost proposal. Proposer shall include a cost breakdown into line items. Cost of any option years will be negotiated.
 6. Any other information that will assist the Port in understanding your proposal.

6. Proposal Format and Contents. Section 6, C, Page 13

Delete existing section in its entirety and insert the words: "This section will no longer be used".

3. Proposal Submittal Deadline & Requirements, Section 7, A, Page 14

Delete existing section in their entirety and replace with the following:

A. Proposal Due Date

All items requested above shall be tabbed and bound on 8.5 x 11 paper, font size no smaller than Arial 11 points, and must be received by the Port (postmarks not acceptable) no later than **4:00 pm on September 2, 2010**. Facsimile submittal of proposals will not be accepted. Proposals not received by this date may be rejected

1 original and 5 copies of the proposal shall be hand-delivered to:

PROPOSAL FOR SECURITY SERVICE

Ramona Dixon, Maritime Services Coordinator
6th Floor, Maritime Department
Port of Oakland
530 Water Street
Oakland, California 94607

Proposals will be time and date stamped upon receipt.

8. Contractor Qualification and Selections Process, Section 8, Page 14

Delete existing section in its entirety and replace with the following:

Technical Review and Screening: The proposals will be evaluated by a selection committee ("Committee") composed of Port staff from Maritime Department, Social Responsibility Division (SRD) and other relevant Port Departments. The Committee will evaluate the proposals in accordance with the criteria included below.

Selection Criteria:

Proposing Organization

1. Minimum qualification - 10 years experience
2. Project related experience
3. Customer satisfaction - 3 references (2 current)

Project

4. Project approach
5. Availability and resources
6. Proposed pricing
7. Pre-employment screening/Guard certification process

Interviews and Final Selection: The Committee will invite an appropriate number of bidders to participate in an oral interview and to discuss their proposed plan. Proposer's interview team should include no more than 4 people and include company principal and contract lead.

The Committee will make its recommendation to the Board of Port Commissioners.

Scoring criteria is as follows:

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| 1. Written Proposal | 40% |
| 2. Oral Interview | 15% |
| 3. Non-Discrimination and Small Business Policy | 15% |
| 4. Proposed Pricing | 30% |

The Port reserves the right to communicate with any Proposer for the purpose of apparent omissions in a technical proposal or statement of qualifications. In lieu of or in addition to meetings, the Port may seek written clarification by telephone, facsimile (FAX), or any other means of communication. Such clarification shall be completed before making an evaluation of a technical proposal or statement of qualifications. Please acknowledge receipt of Addendum 1 in your cover letter.

9. Schedule, Section 9, Page 15

Delete existing section in its entirety and replace with the following:

The Port anticipates the following schedule (please note that all dates after the proposal due date are subject to change):

RFP Issued:	July 16, 2010
Pre-Proposal Meeting:	July 29, 2010
Proposals Due:	September 2, 2010
Board Approval of Award:	October/November 2010
Commencement of Service	December 15, 2010