



Purchasing Department
530 Water Street
Oakland, CA 94607

Date: **March 14, 2019**

ADDENDUM No. 1

RFP No. 18-19/14 – Security Guard Services at Middle Harbor Shoreline Park

This Addendum modifies the original RFP Documents for the above mentioned RFP. **Acknowledge receipt of this addendum in the space provided on the RFP Acknowledgement and Signature Form (Attachment 3). Failure to do so may disqualify your proposal.**

The following correction has been made to the above referenced RFP:

Please note that page one of Attachment 4, page number in footer reads Page 2 of 4 and it should be Page 1 of 4.

There are no other changes to RFP No. 18-19/14

The following questions were submitted by the deadline and are answered in this addendum:

1. **Supplier Question:** Will the "Port" be continuing to use the radios it currently provides or changing the model/equipment, if changing when will the change occur and what will the new make and model be?

Port Response: The Port will not be providing radios under this contract. The Port leaves that up to the contractor to continue using what they deem necessary.

2. **Supplier Question:** Is there actually a 45 day period during which a new guard on the "Port" contract can be waiting for their TWIC Card and still serve on the site?

Port Response: Guards do not have to possess a Transportation Worker Identification Card (TWIC). These cards are used to gain access on the Port's Terminals. You will not need access to Port Terminals for this assignment.

3. **Supplier Question:** Please confirm the Holidays the "Port" is now observing for this contract and expects guards to be paid for. Our company observes 7 Holidays for non-union sites and the Holidays listed in the CBA for Union sites.

Port Response: The selected guard service firm will be required by contract to comply with all applicable labor laws and regulations regarding employee pay and benefits. In RFP the Section II, Task 1, item 1. It is emphasizing that the requested security guard services are required to be provided 24 hours a day, 7 days a week, 365 days a year, including all legal holidays, and that the Port will only pay the selected guard service firm for guard hours provided at the single, all-inclusive hourly billing rate described in Sections IV, item 5 (page 8 of 13), and in Attachment 4 of the RFP

4. **Supplier Question:** Since this contract requires a flat rate what will happen if there is an increase in the Living Wage? Upon agreement to an extension for future years what will happen with upcoming but undefined at time of negotiation Living Wage Increases and CPI adjustments for years like 2019 where CPI is 4.5%?

Port Response: Respondent is responsible to comply with the City of Oakland's minimum wage requirement. You will need to calculate a flat rate that will be inclusive of your annual increases accordingly. Living Wage will apply if there are 20 or more employees on Port projects. Please see question 7 below regarding wage increases.

5. **Supplier Question:** Does the "Port" expect any additional (new) events that were not held in the past year at the park this year? How many and what types of events are they?

Port Response: If the Port allows events to be conducted, those events are handled by the Promoter/Event Coordinator and they come with their own security along with OPD. contractors guards will need to be onsite and are not to be expected to rove but look out for the Port's interests. We introduce the Port's contractor to the OPD officers and hired event Security Manager.

6. **Supplier Question:** The who is required to submit the Monthly Utilization of Local and Small Business Enterprises and the Final Utilization of Local and Small Business Enterprises Reports in Attachment 5C and 5D? If a SBE is the Prime would the report still be required because 100% of the dollars on the contract would be Small Business Dollars? What is the timing for the submission of the reports?

Port Response: The selected prime consultant will be required to submit the Monthly and Final Utilization of Local and Small Business Enterprises Reports. Yes, SBE primes performing 100% of the work will be required to submit the forms. Submit hard copy reports along with your monthly progress payment submissions, and the final report is due with the final payment request.

7. **Supplier Question:** Do contractors base our cost on the minimum wage increase every year per the California minimum wage increase each year?

Port Response: Any annual wage increases are covered by the Security Guard Service Agreement (Attachment 10, Section 4.3). Please review that document.

8. **Supplier Question:** Who is the current incumbent?

Port Response: ABC Security Services, Inc.

9. **Supplier Question:** When was the current incumbent awarded the contract?

Port Response: The current contract was awarded in 2016 and ends June 30, 2019

10. **Supplier Question:** What is the estimated usage (number of annual hours) of prior contract?

Port Response: Prior and future contracts will always require 24/7/365 days per year coverage. This would average out to no less than 8,760 hours annually. Keep in mind the Port may request additional guards for short term, additional patrol service needs per Task 2 of the RFP.

11. **Supplier Question:** What is the estimated amount spent on this contract last year?

Port Response: The estimated amount spent on the current contract during 2018 was \$185,000.

12. **Supplier Question:** What is the current bill rate?

Port Response: The previously contracted amount for hourly charges was the all-inclusive flat rate of \$20.44 per hour.

13. **Supplier Question:** What is the current living wage?

Port Response: Current living wage rate is \$13.75 with credit given to the employer for the provision to covered employees of health benefits, and \$15.78 without credit for health benefits as noted in Section III, item 3 Living Wage Policy (page 4 of 12).

14. **Supplier Question:** Is there any minimum living wage/pay requirements, prevailing wage, state or local mandated wage, contract specific wage, or collective bargaining agreements?

Port Response: Supplier is responsible to comply with the City of Oakland's living wage requirement. You will need to calculate a flat rate that will be inclusive of your annual increases accordingly. Living Wage will apply if there are 20 or more employees on Port projects as noted in Section III, item 3 Living Wage Policy (page 4 of 12). Prevailing wage does not apply to security guard services

15. **Supplier Question:** Are there any additional services that may be needed that are not listed in the RFP?

Port Response: Aside from monitoring in and around the park boundary areas, there are none at this time.

16. **Supplier Question:** Is a Bid Bond required? If yes, how much? Do liquidated damages apply to this contract?

Port Response: There is no Bid Bond requirement noted in the RFP. Liquidated damage do not apply to this contract.

17. **Supplier Question:** If awarded, will a Performance Bond be required, if yes, how much?

Port Response: No, Performance Bond is being required.

18. **Supplier Question:** If awarded, will a Payment Bond be required, if yes, how much?

Port Response: No, Payment Bond is being required in this RFP.

19. **Supplier Question:** Is there a desired page limit for the proposal? Is there a specified way you would like to responses to come? For example, bound, unbound, 3-ring binder(s) etc...

Port Response: Responses may not be longer than 16 pages (one sided or 8 pages double sided), printed on 8 1/2 " x 11" paper and formatted in no smaller than 10 point font, each section shall be labeled, must be bound with staple or binder clip. Please refer to Section IV, Submittal Format (page 5 of 12) in the RFP.

20. **Supplier Question:** Are there any vehicles required for this bid? If so, how many and what is the annual mileage for each vehicle?

Port Response: This proposal asks for (1) vehicle to patrol the Middle Harbor Shore Line Park there is 2 miles of pathways encircling the park. Guards will need to get around within a responsible amount of time. Annual mileage for vehicle is not known. Please refer to the Scope of Services, Task 1, item 1.1, 1. (page 1 of 12), and item 1.2, 1. (page 2 of 12).

21. **Supplier Question:** Please provide a list of all equipment needed for this job?

Port Response: Please review RFP pages 1 through 3 for Scope of Services section. Respondents will need to include in their proposals equipment/materials sufficient to provide services called for under this contract. You will need to create a list of what will be need in order to successfully accomplish the security services at MHSP.

22. **Supplier Question:** Do the Contractors supervisors hours for this project have a line item on the invoice?

Port Response: Contractor's services under the agreement is based on a single all-inclusive hourly rate that comprises all the labor costs, health benefits, uniforms, equipment, training, administration, management fees, holiday pay, profit and any other factors necessary to perform work specified in the RFP (refer to Attachment 4 Proposal Worksheet. Make sure any Supervisory fees are included in the single all-inclusive hourly rate.

23. **Supplier Question:** Does this project require a supervisor on each shift? Does the supervisor have to a roving supervisor?

Port Response: Yes, supervisors shall be available 24 hours per day; 7 days per week, and be available for immediate consultation with the Port staff as needed as stated in Section II, Task 1, item 1.1; 2. (page 1 of 12) and in **Attachment 10 SUPERVISORS** (page 86 of 105) of the RFP.

24. **Supplier Question:** Please advise on how to provide licenses guard card for each guard prior to the award of the contract. Security guards may not be available at time of award, other than the incumbent who has security personnel on post at the present can guarantee the availability of security personnel prior to award?

Port Response: All guards **assigned** to work under this agreement must hold current “Guard Cards”, this means that at the time they are assigned under contract they must hold a current card. This can be found under Section II, Task 1, item 1.1; 5. (page 2 of 12).

25. **Supplier Question:** Does this project require armed or unarmed security personnel?

Port Response: Unarmed, please refer to Section I paragraph one (page 1 of 12) in the RFP.

There are no other questions to RFP No. 18-19/14