



Purchasing Department
530 Water Street
Oakland, CA 94607

Date: **March 18, 2019**

ADDENDUM No. 1

RFP No. 18-19/17 – Maritime Security Patrol Services

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

1. **Supplier Question:** What radios will the "Port" be providing? Please state the Make and the Model #. There is a certain amount of interference at the site now will that be mitigated in some way?

Port Response: The Port currently utilizes Motorola APX 7000 radios (subject to change). There is no noticeable interference at this time. Also, as noted in section II (Scope of Services), Task 1.2, item 9 of the RFP, selected contractor should provide a common cellular phone for shared use by the guards when on duty.

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: Yes. the Port is allowing 45 days for the selected respondent to obtain TWIC identification for assigned Guards as stated in Section II., item B., Task 1, 7. (page 2 of 13) of the RFP. Guards will not be entering the regulated marine terminals during this time.

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. Should proposals include overtime in their bill rates?

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. Section II, Task 1, item 1. of the RFP 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.6 (page 8 of 13), and Attachment 4 of the RFP

4. **Supplier Question:** What company is currently providing the service? Is the current contract available?

Port Response: *Cypress Private Security. Current contract is available through the Port's Public Records Request portal at: <https://portofoakland.nextrequest.com/requests/19-18>*

5. **Supplier Question:** Does the "Port" know of any events that are planned which may cause the need for additional security at the site? Are there any "new" events that the Port knows about that will likely overflow to the Maritime sites from the Middle Harbor Shoreline Park or elsewhere?

Port Response: *No, the Port is not aware of any at this time.*

6. **Supplier Question:** Where do the guards park their personal vehicles, is it the Ops Center where the patrol vehicle(s) can be staged? Is there a charge for the personal vehicle parking or the patrol vehicle parking?

Port Response: *During shift hours, personal and patrol vehicles can be parked at the Port's Harbor Facilities Center (location of the Port Security Operations Center) at 651 Maritime St. There is no charge.*

7. **Supplier Question:** 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? What system would the contract awardee use to submit the reports into?

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.*

8. **Supplier Question:** What is the current rate each guard is paid and how much seniority do they each have? What is the selection for healthcare for each of the current guards?

Port Response: *The Port pays the contractor the all-inclusive hourly rate for overall services according to the contract, but does not maintain information on current pay rates, seniority, or healthcare selection/offerings of the Security Guard staff.*

9. **Supplier Question:** Has the training for such things as responding to and preservation of a crime scene and Death/Notification been updated any time recently, if so when?

Port Response: *The Port expects the selected respondent to have knowledge of, and conduct personnel training in accordance with the latest industry standards.*

10. **Supplier Question:** First Aid Training is required but is certification in First Aid, CPR or AED operation also a requirement and do the current guards have those certifications?

Port Response: *So long as first aid training is conducted as part of the employers general training for assigned Security Guards, the Port may not require a specific first aid “certificate”. However, this training must be certified by the respondent within the employee training records. CPR and AED operation training are not specified as requirements for this request. The current assigned guards meet all Port requirements.*

11. **Supplier Question:** How many “Administrative Fees” were accessed by the agency for security services between 2015-2018?

Port Response: *None*

12. **Supplier Question:** If a firm has an office within Oakland, CA, will this suffice as a “Port Certified Local Firm”?

Port Response: *No, being located in Oakland does not automatically grant a firm Port certification. In order to receive preference points on this RFP, Proposers or any team members must be a Port of Oakland certified firm. Small/Local business certification must apply on-line: <https://srd.portofoakland.com> with all supporting documents seven (7) business days prior to the proposal due date.*

13. **Supplier Question:** Does the current incumbent meet the Local Impact Area (LIA) requirement?

Port Response: *Yes*

14. **Supplier Question:** What is the current value of the contract?

Port Response: *The current contract was issued for a maximum 3-year term, at an amount not to exceed \$750,000.*

15. **Supplier Question:** What are the current guard’s anniversary dates?

Port Response: *The Port does not maintain anniversary dates of the current contracted Guards.*

16. **Supplier Question:** When is the projected award date for this contract?

Port Response: *On or about June 1, 2019, subject to approval by the Port Board of Commissioners.*

17. **Supplier Question:** When is the projected start date for this contract?

Port Response: *July 1, 2019.*

18. **Supplier Question:** If an offeror is a certified Small Business Enterprise by another California governmental entity, will that certification satisfy the Final Utilization of Local and Small Business Enterprises requirement?

Port Response: *No. Offeror’s must be specifically certified by the Port of Oakland.*

19. **Supplier Question:** What type of vehicle is required?

Port Response: *Vehicle provided by successful respondent should be suitable for operation within an industrial area; current service provider utilizes a SUV.*

20. **Supplier Question:** Are lunch breaks paid or unpaid?

Port Response: *Operator is to provide guard coverages at all times during each of the three (3) shifts described in the RFP, Section II Scope of Services. Offerors should also review Attachment 10, Time Tracking and Breaks found in Exhibit E for additional information.*

21. **Supplier Question:** Is there a more recent living wage; after 7/1/2018?

Port Response: *Not at this time. Living Wage rates posted in the RFP Attachment 7 are the current living wage rates. Living wage rates are adjusted annually by the City of Oakland, the adjusted new rates are effective every July 1st.*

22. **Supplier Question:** Do offerors have to submit prospective guards' information such as license numbers, with their offers

Port Response: *No. By submitting a response, you are assuring that, if selected, assigned Guards will meet the stated requirements. The Port may request verification from the selected successful respondent after award of contract.*

23. **Supplier Question:** Must offerors submit financial documents with their offers? If so will these pages be included in the page count?

Port Response: *No, only the documents requested in the RFP "Table of Contents" must be returned. The however the Port may request and review financial documents of the selected respondent.*

24. **Supplier Question:** What is the estimated usage (number of hours) of the 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.*

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

Port Response: *Port will award a two-year agreement with the option to issue two (2) one-year extensions, for a total period not to exceed four (4) years as stated in Section II, item D. (page 4 of 13) of the RFP.*

26. **Supplier Questions:** 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: *Submittal format is no longer than 16 pages (one sided or 8 pages double sided) not including required forms printed on 8 ½" x 11" paper no smaller than 10-point font, each section labeled, must be bound with only a staple or binder clip as stated in Section IV, Submittal Format (page 7 of 13) in the RFP*

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

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

There are no other questions to RFP No. 18-19/17