



January 17, 2024

**RFP #2324-07 Security Services  
Addendum No. 2  
Questions & Answers**

1. Who is the current security provider and what are their bill rates? **Executive Event Services (EES) is the City's current services provider. For any information request regarding any of the City's current service providers, please submit a Public Records Request through the City Clerk's Office. As it pertains to the RFP and pricing, please submit your most competitive proposal for consideration.**
2. The bid states: Guards may be required to provide roving patrol of multiple facilities and may require a vehicle or alternate transportation method THE CITY is not responsible for providing a vehicle and guards may not utilize City owned vehicles." Should we provide pricing options for a vehicle at a monthly rate? **Yes, please provide pricing options. Most City facilities identified are in close proximity and use of vehicle is not likely needed and/or security guards are likely to be assigned to one (1) location or facility, but vehicle pricing may be provided in Proposal.**
3. Can you provide any city ordinances that permit guards to detain any individual for arrest by police? **Guards are not allowed to detain any individuals for arrest. For any emergency situation, guards should contact the City's Police Department, but are not allowed to detain any individuals.**
4. Are less lethal weapons (i.e., OC spray, Taser, etc.) allowed for use by on-duty guards? **No weapons are allowed.**
5. Page 4 of the RFP (Minimum Qualifications) contains this statement: "While not required, the City prefers that the firm has a UL-listed panel shop. At least one key person from the firm must be professionally licensed in the state of California as a Control System Engineer in good standing". Why is the panel shop/System Engineer wanted by the City? What part of the Scope of Work is this relevant to? **This was a misprint. No control system engineer or UL-listed panel shop is required.**
6. Please clarify the starting date and end date of fiscal year 2023-2024 of this project. **Fiscal Year begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>.**
7. Is there an incumbent contractor for this RFP? Please identify who the contractor is. **Refer to question 1.**

8. If there is an incumbent contractor, please provide the current contract value, annual cost, and billing rates. For any information request regarding any of the City's current service providers, please submit a Public Records Request through the City Clerk's Office. As it pertains to the RFP and pricing, please submit your most competitive proposal for consideration.
9. What is the total point or percentage assigned to the evaluation criteria? Weighted percentages and total point scale of the evaluation criteria are to be determined by the City's Contract Manager/Department. Please submit your most competitive services and offer.
10. In reference to the minimum qualifications outlined on page 4, the requirement stipulates that at least one key person from the firm must be a professionally licensed Control System Engineer. Our company specializes in security guard and patrol services and does not have a licensed Control System Engineer. Please clarify whether this criterion is mandatory for our participation in this RFP? Refer to Question 5
11. Are security officers allowed to take an off-duty meal break during the shift? Yes
12. Please clarify should the proposer provide the insurance certificate covering cyber liability since this is not applicable for security services. Not required for this RFP.
13. Would overtime be approved for services over 8 hours? Will the City be willing to pay for the overtime? The City will not approve services exceeding eight (8) hours, and thus will not approve Overtime. If a work shift is anticipated to exceed eight (8) hours, it is expected that the firm will split the shift with more than one (1) security guard as to not incur overtime; in which the City will communicate with the firm. City will only pay for overtime for shifts that occur during Holidays.
14. Who is the incumbent? Refer to question 1.
15. What is the budget for this service? There is sufficient budget for security guard services at the locations specified in the RFP included in the City's annual operating budget. For more detailed information on budget, please submit a public records request. As it pertains to the RFP, please submit your most competitive proposal.
16. How much has been paid in the past year for this requirement? For more detailed information on budget and financials, please submit a public records request.
17. What is the anticipated level of effort? How many hours were utilized at each location in the past year? See question 15 Please refer to Section II, Page 3 of the RFP document for hours needed per City facility. Not all normal hours of facilities may require security service presence and require a need for services beyond an eight (8) hour working day. For special events at the Fullerton Community Center and locations with no specified hours, services may be requested at an ongoing basis.
18. Are all guards unarmed or is there ever a need for armed guards? Unarmed, no need for armed guards is anticipated.
19. What is the format for the Price Schedule? There seems to be conflicting information/instruction between page 4 Background and Page 14? What is the City

expecting in the way of a Price Schedule? A fully burdened hourly rate for the guards, correct? Will the City pay for Supervision/management separately or should that be included in the cost of the guard? Firms should submit all-inclusive hourly rates for security guards performing work for services as requested of the RFP. All inclusive rates should include all fully burdened costs, company markup costs as well as any administrative indirect costs. Firms may submit additional miscellaneous costs associated with doing business, such as vehicle usage and mileage. The City would not pay for Supervision/management.

20. What is the prevailing wage rate? Firm/vendor needs to adhere to all applicable State and Federal laws, which includes prevailing wage in California, if the services provided or rendered are required for prevailing wage requirements.
21. Page 7, 3.c. - how much of the work is roving patrol, and how much is stationary/posts? Depends on location. "Roving" for the City's purposes entails patrolling and walking the City's facilities on a regular basis and does not require the use of vehicles. The Library and City Hall would entail more stationary security services (i.e. stationed at a designated post/meet and greet), and the Fullerton Community Center and Hunt Library would entail more roving to regularly patrol facilities. However, all locations require some roving patrol on a regular basis.
22. How closely located are the locations needing services? Library, Fullerton Community Center and City Hall are all adjacent to each other and in close proximity. Hunt Library is about 1.5 miles away.
23. Is parking provided for the guards at all locations? Are there lockers or other areas available for guards to keep personal items? Yes, parking is provided. Lockers are only available at the Fullerton Community Center. Secure area of storing items available at all locations.
24. What challenges, problems or issues are there at any of the locations? All locations are available to the public during operating hours. Primary challenge is dealing with unhoused population and disgruntled patrons.
25. What other possible locations or events might be added? City-wide special events on an as-needed basis may be added in the future.
26. Section VII Status of past and present contracts refers to a USB Drive....is this applicable? A USB drive is not required to submit this form. You may submit this form electronically as part of your Proposal submitted in Public Purchase.
27. Past and Present Contracts form asks for all contracts within the past 5 years....Is that all contracts or only those that are similar to this requirement? This is for similar contracts only.
28. Is there a fee schedule format that we can refer to? Please refer to Question 19.
29. Please confirm that offeror does not need to have a city license to propose. How long does it take to get the license should we be awarded? Only awarded vendor will need a City business license. Obtaining a City business license is not required to submit a Proposal to this RFP.

30. Please confirm if proof of insurance is required with the bid, or to be submitted upon award. **Proof of insurance is required upon agreement/contract award. However, proof of insurance is not required to be submitted with Bid Proposal.**
31. Is a cover page and a Letter of Transmittal both required to be submitted? **Per Section IV, page 12 of the RFP, a Letter of Transmittal is required to be submitted as part of your Proposal. If the Cover Page includes all information that is specified under Letter of Transmittal, then a cover page may be accepted in lieu of Transmittal Letter.**
32. Who is the current provider? **See question 1.**
33. What are the current Billing rates? **Please submit a public records request for any information on prior agreement. Current or prior incumbent contract is not relevant to submitting a proposal to this RFP.**
34. Will the contractor approve OT, as we see for Fullerton Community Center and Fullerton City Hall we see shifts of 12 hours and 10 hours? **See question 13**  
**Although the normal hours for these facilities exceed an eight (8) hour shift, security services may not be required for full normal hours at each facility and should consist of a standard eight (8) working day. If services are needed that exceed eight (8) hours, it is anticipated that Security firm will provide more than one (1) security guard or split shifts to cover full shift as to not incur overtime costs.**
35. Will the City provide paid Lunch or unpaid lunch for the guards? **Unpaid lunch.**
36. How often is the contractor in need of roving services? Please see Question 21.  
**Roving services are required at all locations.**
37. How many vehicles would you suggested required or has been in used for roving services in the last fiscal year? **No vehicles have been required for roving services up to this point, as all City facilities are in close proximity or security guards are normally assigned to one (1) primary location.**
38. For the rates provided, we noted on page 15 the Fee schedule shall remain fixed for each year of the agreement, does this mean for each additional year after the 3-year term or will the city grant a yearly rate to be negotiated? **Per the RFP, the City is seeking a fixed cost for the initial three (3) year term. Proposer can include increases for Year 2 and Year 3 of initial term, but these increases must be clearly identified and fixed (either increased fee rate or percentage increase).**
39. On Section V11 Status of past and Present Contract Form the last sentence states, "Firm is required to submit a copy of the completed form(s) as part of the electronic proposal on the one (1) USB Drive requested." Can you elaborate on the USB Drive requested? Since this is to be submitted through the vendor portal. **See Question 26.**
40. Are there any insurance bonds required? **No**
41. How many vehicles are required for this project? How many vehicles did the incumbent provided for this project? **No vehicles are required for security guard services at this time.**

42. When was the current incumbent awarded the contract? Could you please provide us copy of current contract? Please submit a public records request for any information on prior agreement. Current or prior incumbent contract is not relevant to submitting a proposal to this RFP.
43. Are there any subcontractors being used for the current contract? Please submit a public records request for any information on prior agreement. Current or prior incumbent contract is not relevant to submitting a proposal to this RFP.
44. What was the initial term length of the current contract (for example, 1 year plus 4 year options, etc.)? Please refer to Section II, Introduction, Page 3. The City is seeking an initial 3 year term, with an option to extend for (2) one-year terms
45. What was the start date of the initial contract? Please submit a public records request for any information on prior agreement. Current or prior incumbent contract is not relevant to submitting a proposal to this RFP.
46. What was the amount spent in the last 12 months? Please submit a public records request for any information on prior agreement. Current or prior incumbent contract is not relevant to submitting a proposal to this RFP.
47. What was the total spent in the last in the last billed month? Please submit a public records request for any information on prior agreement. Current or prior incumbent contract is not relevant to submitting a proposal to this RFP.
48. Are there any other rates billed separately (such as equipment, vehicles, etc.)? No, Overtime rates apply for holidays only.
49. Are there any significant modifications from the previous contract to the new one? For instance, an increase in hours, a change in guard type (e.g., armed vs unarmed), a need for additional resources? No.
50. What was the amount spent on this contract last year? Please submit a public records request for any information on prior agreement. Current or prior incumbent contract is not relevant to submitting a proposal to this RFP.
51. What is the estimated total number of annual hours for this contract? Minimum 4000 hours per year, and annual hours worked will likely exceed this estimate.
52. What is the current bill rate for each position? Please submit a public records request for any information on prior agreement. Current or prior incumbent contract is not relevant to submitting a proposal to this RFP.
53. Are there any additional services that may be needed that are not listed in the RFP? For instance, the need of additional sites, seasonal required security, etc. Additional site may be added on an as-needed basis.
54. Beyond the state and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage? Please refer to Question 20.
55. Is a Bid Bond or performance bond required? If yes, how much? No.
56. Is the current contract using vehicles? If yes, how many? No.

57. Is there a pricing form or format? **Please refer to Question 19.**
58. Will your agency hold a public opening? If yes, can you please provide with the date, time, and location? **No public opening is required of this RFP.**
59. Are there any MWBE/VS/DBE or other goals for this project? **No.**
60. 1. Reference: RFP, Page 7, Section 4.c provides: "Guards may be required to provide roving patrol of multiple facilities and may require a vehicle or alternate transportation method THE CITY is not responsible for providing a vehicle and guards may not utilize City owned vehicles."  
A: Please confirm if the vehicles are billable? **Yes, please provide pricing.**  
B: Does the City have a preferred vehicle style (sedan, SUV, pickup truck, etc.)? **No.**  
C: How many hours per day are the vehicles in operation? **Not primarily used.**  
D: What is the estimated annual mileage per vehicle? **Minimal if needed.**  
E: Please confirm if fuel can be billed as a passthrough supported by fuel receipts. We believe this will achieve a more cost-effective price for the City as it prevents accidentally overestimating fuel prices as a result of forecasting fuel costs in a wildly volatile market. **Yes, if required for City business and approved by the City. The City adheres to the IRS's mileage reimbursement rates, in which firm providing business to the City would be required to adhere to this policy.**
61. Is the incumbent provider fully staffed and fulfilling all the required service hours/posts? **This question is not relevant to submitting a Proposal to this RFP.**
62. What is the anticipated date of the contract award? **The anticipated award date is February 2024. However, this may extend beyond this pending final agreement award and contract negotiations.**
63. What aspects of the security program does the City want to see improvement in under the new contract? **The City seeks a Security Services provider that meets all the requirements of the RFP and performs work that is satisfactory to the City.**
64. Does the City have a preference to retain incumbent employees that are in good standing and meet the hiring criteria of the proposer? **N/A.**
65. Will the incumbent Security Personnel be grandfathered for training requirements or are they required to be retrained? **All guards need to meet qualifications as set forth in the RFP.**
66. Will the incumbent Security Personnel be grandfathered for background investigation/screening requirements or are they required to be rescreened? **No.**
67. Please confirm if training hours are billable. **Training hours are not billable.**
68. Does the City have a desired minimum number of required training hours for security officers, or is this left up to the security provider's discretion? **All guards need to meet qualifications as set forth in the RFP and are at Security provider's discretion and firm's costs.**
69. Will the City allow the Contractor to bill for the holidays worked at the Holiday / Overtime rate? **Yes.**

70. Does the City have a specific list of uniform items that should be provided to officers? **Please refer to RFP.**
71. What are the pre-employment screening requirements and acceptable standards such as drug testing, background checks, physicals, psychological evaluations, etc.? **Contractor must conduct background checks and submit documentation to City, which are subject to review by the City.**