



GLENDALE UNIFIED SCHOOL DISTRICT

"Preparing our students for *their* future"

223 North Jackson St., Glendale, California 91206-4380

Telephone: 818-241-3111, Ext. 292 • Fax: 818-247-9915

PROCUREMENT AND CONTRACT SERVICES

ADDENDUM NO. 2

December 13, 2021

Request for Proposal: SECURITY GUARD SERVICES AT VARIOUS SITES
RFP NO. P-19-21/22
GLENDALE UNIFIED SCHOOL DISTRICT

This addendum forms part of the Contract documents and may modify the original Bidding Documents. Any revisions, clarifications, deletions and/or additions shall be made to the bid documents for RFP #P-19-21/22. It is mandatory to acknowledge receipt of this addendum with your Proposal.

REQUESTS FOR CLARIFICATION/INFORMATION:

1. RFP Page 9, Rate Schedule requests rates for "Vehicle Patrol Service" and "Vehicle Patrol Stops" but the RFP does not define the scope of work of these services (i.e., number of vehicles, number of required patrols, patrol locations, etc.).

QUESTION A: Please provide more details surrounding GUSD's expectations for patrol services.

QUESTION B: How many vehicles are required per location?

QUESTION C: How many Patrol Stops does GUSD expect per site per week?

QUESTION D: Please provide current or historical vehicle utilization for these services.

QUESTION E: Does GUSD have a preferred vehicle type (i.e., sedan, SUV, etc.)

QUESTION F: Does GUSD have the current mileage expenditure of the patrol services provided today?

ANSWER: Glendale USD does not use vehicle patrol service at the current time, and there are no plans or expected future needs for vehicle patrol services. Please provide the lowest rate per hour for these services in case there is a need in the future. Please note, the rate given by each bidder for unarmed guard service, (Page 9, Item No. A), will be the sole consideration when evaluating all bidders' rate schedule; which is 50% of the weight in the selection criteria.

2. RFP Page 23, Sections A-C outline the total # of approximate guards per location, their hours per day, total number of days, and mention extended programs.

ANSWER: All schools are open Monday through Friday. The four (4) high schools currently have 2-4 security guards onsite daily, Daily HS has one (1) guard onsite daily, the middle schools currently have two (2) guards onsite daily, and the Pacific Avenue Education Center has one (1) guard onsite daily. Most guards work 8 hours per day. Start and end times are determined by school site administrators.

QUESTION A: Could you please verify the schedule/days per week are services provided for the regular program. (i.e., only Mon-Fri, Mon-Sun, etc.)? What are the approximate start date and end date of the standard school year?

ANSWER: All schools are open Monday through Friday. Schools make their own start and end times, and stagger the times between guards scheduled onsite. Most guards work 8 hours per day and start anywhere from 7:15 am with the last guard leaving around 4:30 pm. Guards are assigned work hours so there is coverage before school starts and after students go home. All scheduled guards are on campus during school hours.

QUESTION B: Would you please clarify if services are required outside of the standard 180-day school year? Will services be required for extra curricular events (evenings/weekends) and/or for an extended school year/summer school?

ANSWER: Services outside the 180-day standard school year may be required during Holiday weeks and weekends, and may include overnight services. Services for sporting events, dances, and summer school may also be required over and above the standard 180-day school year and are requested as needed.

QUESTION C: What are the regular hours of operation for the High Schools, Middle Schools, and Pacific Avenue Education Center?

ANSWER: High Schools and Middle schools start at approximately 8:30 am and end at approximate 3:30 pm. The Pacific Avenue Ed Center is open from 7:30 am to 4:30 pm.

QUESTION D: Please verify the schedule/days per week are services provided for the regular program. (i.e., only Mon-Fri, Mon-Sun, etc.)?

ANSWER: All sites are open Monday through Friday.

QUESTION E: Please confirm if security services are required on holidays? For example, are security services provided on Christmas Break or Spring Break or any other recognized holiday periods/days to prevent vandalism or safeguard events?

ANSWER: Yes, scheduled as needed.

QUESTION F: With the estimated contract start date of 2/1/22, it would be critical for vendors to know the full number of service days so that the total annual hours can be calculated, and an accurate bill rate can be proposed. Will GUSD please provide this schedule in the interest of ensuring fair and accurate rates?

ANSWER: Due to COVID-19, the schedule for security guard needs have fluctuated over the past 18 months so we are unable to provide a historical scheduling of current needs. School begins on or around the second week in August and ends on or around the first week of June. Summer school is at various school sites district-wide and based on student enrollment and needs.

3. General Questions

QUESTION A: Who is the current security provider?

ANSWER: Absolute Security International.

QUESTION B: Will GUSD please share the current pay and bill rates?

ANSWER: \$25.18 per hour for uniform security guard and \$37.77 per hour for overtime and holidays.

QUESTION C: Does GUSD have proposed invoicing and payment terms or should the vendor propose these?

ANSWER: Glendale USD payment terms are net 30.

QUESTION D: Besides the SB 1626 training requirements, does GUSD have any additional or site-specific training requirements we should be aware of?

ANSWER: No.

4. Is there a collective bargaining agreement (cba) or other union/labor agreement?

ANSWER: No.

5. Is this contract opportunity subject to wage requirements such as Prevailing Wage/Living Wage?

ANSWER: No.

6. Who is the incumbent provider?

ANSWER: Absolute Security International.

7. Can GUSD provide a copy of the current contract?

ANSWER: Copy of the current contract is attached.

8. Can GUSD provide the current hourly unit cost for this contract?

ANSWER: \$25.18 per hour for uniform security guard and \$37.77 per hour for overtime and holidays.

9. The 'Overview' section asks that respondents provide a digital format. Can this be sent via email to Christine Ward rather than a physical thumb drive?

ANSWER: No, the digital copy is required with your sealed bid package on December 16, 2021 no later than 2:00 PM (Pacific Time).

10. Please confirm that hand-delivery/in-person delivery is possible on December 16 at 223 N. Jackson Street, Room 305, Glendale, CA 91206.

ANSWER: Yes, in-person hand-delivery of bid packaged are acceptable.

11. What is the intended start date for this contract?

ANSWER: Start date for this contract will be on or around February 1, 2021.

12. Would the GUSD be open to having our Phones with Workforce Management Software billed as a separate line item? Would we be permitted to add this to the Rate Schedule as a monthly cost? If no, would the GUSD be open to us providing pricing with this cost within the hourly unit cost and have it billed as a separate line should we be awarded the contract?

ANSWER: All costs associated with this service should be included in respondent's rate per hour. Additional internal will not be accepted as an additional line item in your response, nor will the district pay for internal costs billed as a separate line item over and above the agreed upon hourly rate.

13. Please specify the types of vehicles associated with or currently provided for this account (vehicles, golf carts, bicycles, Segway/T3, etc.) Are the vehicles used for this program GUSD-owned or vendor-owned?

ANSWER: Not applicable at this time. Vehicles are not used or needed for the current service needs for unarmed security guard services.

14. Is the 'radio-transmitting equipment' GUSD-provided or vendor-provided? If vendor provided, can this be substituted for a mobile phone?

ANSWER: The district will provide hand-held communication devices that will be used at all district sites.

15. Please provide a list of the equipment that will be required as part of this program.

ANSWER: None

16. For accurately calculating recruiting and staffing needs, can respondents be provided the number of days when GUSD will be requiring a security presence at each of the sites?

ANSWER: Current staffing needs are five (5) days per week, Monday through Friday. Additional scheduling for special events may be required and determined as needed.

17. Please provide the historic number of hours of security coverage for this security program and the number of hours anticipated for the GUSD locations beyond the five (5) high schools and four (4) middle schools, one (1) education center listed on Page 23.

ANSWER: Due to COVID-19, historical information for security coverage over and above the tentative needs for 2022 are not available.

18. Please provide the GUSD locations and the frequency of the program's patrol stops. If possible, please describe the expectation for the patrol stop (i.e., will the officer be required to exit the vehicle, check gates/doors, patrol interior of facilities, etc.)

ANSWER: Glendale USD does not use vehicle patrol service at the current time, and there are no plans or expected future needs for vehicle patrol services.

END OF ADDENDUM