Request for Proposals (RFP) Addendum #1

City of Torrance | 3031 Torrance Blvd, Torrance CA 90503 | www.TorranceCA.Gov

RFP No. B2016-13	RFP to Provide Security Services for the City of Torrance

At the Mandatory Pre-Proposal Conference held on Thursday, April 14, 2016, vendors in attendance were given until 12:00 Noon P.M. Pacific Time on Wednesday, April 20, 2016, to present questions to Brian Sunshine, Assistant to the City Manager for the City of Torrance. This addendum includes all questions received by that deadline and the questions that were presented at the Pre-Proposal Conference. No other questions will be allowed.

There are no changes to the RFP submittal Due Date, Time or Location

RFP SUBMITTAL INFORMATION

Proposals may be mailed or hand delivered. No faxed Proposals will be accepted.
Late proposals will not be accepted.

Location: Office of the City Clerk
3031 Torrance Blvd.
Torrance, CA 90503

Date: Thursday, April 28, 2016

Time Deadline: **3:00 P.M.**

The following changes are hereby incorporated into the subject bid:

Original Specification	Changed Specification
Work Plan for Each Required Cost (See page 22)	The City is striking from the RFP the following sentence "Please demonstrate that your work will be ADA compliant" (See page 22).
Work Plan for Each Required Cost (See page 22)	The Work Plan Section on page 22 should include: Project Schedule Staffing Procedures including: personnel selection, supervision of personnel, assignment of personnel when regular personnel does not report for duty, and removal from duty requests. Uniform Policies Billing procedures including: auditing of invoices and addressing incorrect invoices.
Torrance Transit System Cost Detail (See page 30)	Please note that the "Maximum Annual Number of Hours for Torrance Transit System Location" lists the number of hours as 10,400. However, 2080 of those hours are for the supervisor who receives a $1 premium.

	Composite Hourly Rate	Maximum Annual Number of Hours for Torrance Transit System location	Total Not to Exceed Annual Cost (Composite rate multiplied by maximum number of hours)
	$ (Year 1)	10,400	$
	$ (Year 2)	10,400	
	$ (Year 3)	10,400	

The following questions were received regarding this RFP.

Question	City's Response
Questions on the RFP Document	
Where can an electronic copy of the RFP, RFP addendums and any other information related to this RFP be found?	All materials related to this RFP can be found in the City Manager's Department website under the "Department Request for Proposals" Section. (http://www.torranceca.gov/28939.htm)
Can the City provide the contractor with an editable version of the RFP?	The contractor may type on the PDF form if so desired. A PDF version of the RFP can be found in the City Manager's Department website (http://www.torranceca.gov/28939.htm)
How many copies of the vendor's proposal should be submitted with the RFP Proposal?	"An original plus seven (7) printed copies of your RFP submittal must be submitted in a sealed envelope and marked with the RFP number and title by the deadline time deadline listed above." (See page 1)
Questions on the Current Contract for Security Services	
Who is the current provider of Security Services for the City of Torrance? And how long have they provided the requested services? When was the current contract awarded? What is the year were they awarded the contract? What is the total amount of the contract service this year?	On June 2013, the City awarded a services agreement with World Private Security, Incorporated to provide security services for the City of Torrance (RFP B2013-17) from July 1, 2013 to June 30, 2014, at a cost not to exceed $185,833.84. On June 2014, the City amended the agreement to extend the contract date until June 30, 2015 at a cost not to exceed $185,833.84. One year later, the City made a second amendment to the agreement to extend the scope of service to include an additional 832 hours of service for the Torrance Certified Farmer's Market for a new amount not to exceed $195,434.84. World Private Security, Incorporated has provided security services for the Transit Department since 2011, and the Community Services Department and City Hall since 2013.
How does one obtain a copy of the current incumbent Security Service providers bid, rates and or security officer wages?	The staff report below includes information on the current providers bid, rates and benefits.

Question	City's Response
Are the current provider's bid, rates and personnel wages available? What is the billing rate of the current provider for all personnel and services requested in the RFP? What are the incumbent billable hourly rates for the last three years? What is the incumbent annual billable hours? What benefits are the security professionals currently receiving?	http://torrance.granicus.com/MetaViewer.php?view_id=8&clip_id=11260&meta_id=199723
Is there a living wage ordinance applied for this RFP?	No the City of Torrance does not have a living wage ordinance. For the portion of Contract servicing the City Hall, the Farmer's Market and the Torrance Library, the contractor will conform with no less than the State of California minimum wage law. Please review page 10 of the RFP for the Transit Department pay scale.
Is there a requirement for bid bond or performance bond for this RFP?	Not for this RFP.
What is the current contract amount?	The current contract amount with World Private Security, Incorporated is for $195,434.84.
What is the budget for next year? Is there an estimated value for the contract annually?	The City will evaluate the proposals based on the RFP Evaluation Criteria on page 5. The value of the contract is the determined by the services agreement the contractor and City agree to.
The RFP calls for one price for security officer. Does the City want this cost annualized or weekly?	In pages 27 through 30, the contractor must provide the total not to exceed annual cost for each location by multiplying the composite hourly rate with the maximum number of hours.
Does the contractor need to provide the cost for each task?	In pages 27 through 30, the contractor must explain in detail the cost breakdown for each of the service locations.
There is both a Cost Detail and Cost Proposal for this RFP. On the Cost Proposal, do you want the "Not to Exceed Cost" total for all three years combined for each location, or would you like us to	On the Cost of Proposal (See page 31), please submit the total not to exceed cost for all three years.

Question	City's Response
list the totals for each of the 3 fiscal years for each location?	
Questions on Contractor Requirements	
Does the contractor need to demonstrate financial viability by submitting the contractor's/its most recent tax returns?	Yes, as stated in the "Evaluation of Proposals" Section, financial viability will be evaluated by an analysis of the Tax Return information submitted with each proposal." (See page 5)
Will the contractor be required to submit additional financial information?	The City may request additional information or explanation of the proposal submitted during the interview process.
Should the contractor submit an electronic copy of a Certificate of Insurance? How about Workers' Compensation information?	Yes, the contractor must provide proof of insurance by submitting certificates of insurance and endorsements to the City Clerk of the City of Torrance before the commencement of work, as required in Paragraph 17 of the attached contract in the RFP (See page 31).
Should the contractor submit an electronic copy of the Private Patrol Operator License and Certificate of Insurance?	Yes, as indicated in pages 4 and 18 of the RFP, the contractor must be licensed in accordance with the Business and Professions Code of the State of California. In this case, the Contractor must have a Private Patrol Operator License. Additionally, the awarded contractor must apply for and obtain, at its own expense, a City of Torrance business license before commencing work.
Does the contractor need to submit proof of a bid bond for this RFP?	No, this RFP does not require the contractor to submit a bid bond. However, the contractor must be licensed in accordance with the Business and Professions Code of the State of California. (See page 4)
Questions on Operations	
On page 14, the RFP states that the Transit Department is requesting 5 guards (1 supervisor and 4 security officers) to cover twenty-five (25), eight (8) hour shifts per week. I only see a breakdown of nine (9) total weekly shifts in the proposal. Can you clarify please? How many guards per shift or per day? Is there an itemized list for all security positions required on this RFP?	The RFP states that the Transit Department has a total of twenty-five (25) shifts per week. (See page 14) MONDAY THROUGH FRIDAY: 7:00 a.m. to 3:30 p.m.; Noon to 8:30 p.m.; 3:00 p.m. to 11:30 p.m.; 3:30 p.m. to 12:00 a.m. SATURDAYS: 8:00 a.m. to 4:30 p.m.; 1:30 p.m. to 10:00 p.m.; 2:30 p.m. to 11:00 p.m. SUNDAYS: 8:00 a.m. to 4:30 p.m.; 1:30 p.m. to 10:00 p.m. The breakdown of the twenty-five (25) Transit shifts is the following: Monday (4), Tuesday (4), Wednesday (4), Thursday (4), Friday (4), Saturday (3), and Sunday (2). For the number of guards each day, please refer to the "Staffing Section of each department in pages 11-14 of the RFP.
Can exceptions or deviations to the scope of work and Consulting Service Agreement be submitted with our proposal for consideration?	Yes, the contractor can propose an alternative scope of work in the "Work Plan for Each

Question	City's Response
Will the City allow for contractors to pay higher than the wages specified on page 10 and page 16?	Required Task" (See page 22) for the City to consider. Yes, the contractor can submit proposed alternative language to the City's Pro Forma Consulting Services Agreement for the City's consideration. If you submit alternative language, please indicate where in page 25. Yes, the contractor can provide higher wages to security personnel. Please indicate your higher wages in the "Work Plan for Each Required Task" (See page 22).
Can the City specify what "tasks" specifically it requires a work plan for? (Example: Does the City require an Implementation Plan, Recruitment/Hiring Plan, Account Management Plan, or other/all?) (page 22)	The Work Plan Section on page 22 should include: Project Schedule Staffing Procedures including: personnel selection, supervision of personnel, assignment of personnel when regular personnel does not report for duty, and removal from duty requests. Uniform Policies Billing procedures including: auditing of invoices and addressing incorrect invoices.
What specific measurement/documentation does the City seek in ensuring work is ADA compliant (page 22)?	The City is striking from the RFP the following sentence "Please demonstrate that your work will be ADA compliant" (See page 22).
Is there a central location where transit, library etc. security checks in and out on a daily basis? Does the City Provide a location where equipment and paperwork can be stored for each location?	No, security personnel currently check in and out at the location they are assigned. No.
What is the number of requested hours of service in the contract with the current vendor? What is the number of requested hours of service in this RFP?	The current contract requires the following breakdown of hours of service: City Hall (2340), Library (1922), Farmers' Market (832), and Transit (10400). Note: The second amendment to the current contract added 832 hours of service for the Torrance Certified Farmer's Market. Please remember that the Transit Department has a different pay scale than the other departments. The RFP requests the following hours for each location per year: City Hall (2340), Library (1922), Farmers' Market (780), and Transit (10400). (See pages 11-15 and 27-30)

Question	City's Response
How many hours and security personnel positions requested to provide at each location in this RFP?	For the number of guards each day, please refer to the "Staffing Section of each department in pages 11-14 of the RFP.
Is the current contractor in an union contract? If so, what union?	No.
How many vehicles are requested in this RFP? Can the contractor charge a separate monthly charge for fuel as incurred?	This RFP does not request any vehicles from the contractor because the City will provide vehicles for security personnel assigned to the Transit department, and the necessary vehicle insurance for the use of City vehicles. Please note that the City will not provide and does not require the use of security vehicles for the Library, Farmers' Market, and City Hall locations.
Can the contractor propose an alternate scenario for staffing?	Yes, but the staffing scenario/plan should reflect as closely as the one requested by the City.
Should the cost of required training be included in the hourly bill rate or itemized in the requested budget?	Please include training costs in the "Other Expenses" Section in pages 27 through 30.
How will lunch and break times be provided for each location?	Please review the "Hours" Section for each location in pages 11 through 14.
Can the contractor hire current security personnel? If the contractor hires current security personnel, can the City provide the billing rate and pay scale	Yes. The contractor will have to comply with the new pay scale set out in this RFP (See page 10).
Are any of the locations requiring security services considered a union site?	No.
How many times has the City assessed liquidated damages?	None related to this contract.

Vendor's Present at the Pre-Proposal Conference Held On April 14, 2016	
Company Name	**Representative's Name**
Command Guard Services	Mark E. Myers
Cypress Security	Felix Guerrero
Command Security Corporation	Frank Partida
Close Range International, Inc.	Audrey Donegan
Maximum Private Security	Laurice Gillespie
Absolute International Security	Michael Bogosian
BSecure	Ronen Shlomo
Alltech Security	Sandra Estrada
ABC Security Services	Maria Salazar
American Guard Services	Francisco Gomez
Kingdom Security	Martin Reyes
Security Patrol Management	Reuben Moss Jr.
Guard Systems Inc.	Juan Cabrera
Professional Security Consultants	Henry Gamboa
Extended Watch Security	Victor Payan
G4S Secure Solutions (USA) Inc.	Jorge R. Villaverde
US. Security Associates, Inc.	Phil McKenna
Securitas Security Services USA Inc.	Matt Aleman
California Panther Security	Mark Carreno
Unified Protective Services,	Ameer Antoon
World Private Security, Inc.	Farid Youssif
Pacwest Security Services	Salvador F. Cresco
Contact Security, Inc.	Michelle Quesada
Guardian Eagle Security, Inc.	Freddy Galal

Addendum Issued By Order Of,

Brian K. Sunshine
Assistant to the City Manager
April 25, 2016