

**REQUEST FOR PROPOSAL (RFP)
CITY WIDE SECURITY SERVICES
FOR THE CITY OF STOCKTON, CALIFORNIA**

(PUR 23-019)

ADDENDUM No. 2

DATE: 03/30/2023

To All Potential Proponents:

A. This Addendum shall be considered part of the proposal documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original proposal documents, this Addendum shall govern and take precedence. PROPONENTS MUST SIGN THE ADDENDUM AND SUBMIT IT WITH THEIR PROPOSALS.

B. Proponents are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each Proponent's Proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

PLEASE NOTE THE FOLLOWING QUESTIONS/ANSWERS/CHANGES TO (PUR 23-019). THE CITY'S RESPONSES TO QUESTIONS SUBMITTED ARE IN BLUE

SOLICITATION CHANGE

1. Request for Proposal (RFP) Short-List Interview Date has been changed

Short-List Interviews (if applicable)	April 14, 2023
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2. Scope of Work, Section 2.2 and 2.2.1 Page 4 & 5. Section 2.9 Page 8 & 9, have been deleted from the Proposal

CASH HANDLING & TOLL BOOTH OPERATION

1. Requirement is **Removed** from the Proposal.

3. Request for Proposal (RFP) Exhibit 4 has been added

Exhibit 4 Current Contract for City Wide Security

1. Requirement is Added to page 9.1, 9.4 Exhibit 4

QUESTIONS & ANSWERS

1. What are the rates on the current contract?

See Exhibit 4.

2. What is the exact email we should use to attain the past RFP responses?

To submit a records request, please visit the City of Stockton's website. It is under the Ask Stockton tab on the home page. It will navigate to another page where you can click the Public Records tab.

<http://ww1.stocktonca.gov/>

3. What is the potential time frame of notice, on the possible addendums to the contract.

(Version 9.22.21)

Once interviews are held and when a decision is made (estimated week of April 17th) a notice will be out shortly after. Contract will follow these decisions.

4. Who is the current incumbent? [Securitas Security Services USA, Inc.](#)
5. When was the current incumbent awarded the contract? Could you please provide us with a copy of the current contract? [See Exhibit 4.](#)
6. Are there any subcontractors being used for the current contract?
[There are no subcontractors with the current contract.](#)
7. What was the initial term length of the current contract (for example, 1 year plus 4 year options, etc.) [See Exhibit 4](#)
8. What was the start date of the initial contract? [September 1, 2019.](#)
9. What was the amount spent in the last 12 months? [January 2022- December 2022 \\$2,619,803.95.](#)
10. What was the total spent in the last billed month? [December: \\$79,806.20.](#)
11. Are there any other rates billed separately (such as equipment, vehicles, etc.) [There are no other rates billed separately.](#)
12. 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? [The new contract includes new CS locations – pools & parks \(new locations\) along with increased hours. See Exhibit 4 .](#)
13. What was the amount spent on this contract last year? [January 2022- December 2022 \\$2,619,803.95.](#)
14. What is the estimated total number of annual hours for this contract? [Please refer to RFP Exhibit 3.](#)
15. What is the current bill rate for each position? [See Exhibit 4](#)
16. 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. [All sites and seasonal required security are listed in Exhibit 3. Emergency services may be requested by the City. For example, the weather caused hazardous conditions this year and we requested additional services from the current security company for additional support.](#)
17. Beyond the state and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage? [No.it is the responsibility of successful proponent to follow state and local laws.](#)
18. Is a Bid Bond or performance bond required? If yes, how much? [There is not bid or performance bond required.](#)
19. Is the current contract using vehicles? If yes, how many?
[Yes, but this is the contractor's vehicle. The City does not provide a vehicle for Security Services.](#)

20. Is there a pricing form or format? [See Exhibit 4 page 27.](#)
21. Will your agency hold a public opening? If yes, can you please provide the date, time, and location? [April 6, 2023 425 North El Dorado, Stockton CA 95202, Proposals are not read out loud.](#)
22. Are there any MWBE/VS/DBE or other goals for this project? [There are no MVBE/VS/DBE goals for this project.](#)
23. If there is a liquidation penalty on the contract Ex: If the security officer comes late there will be a penalty on the contract or budget cost? Was there a liquidation penalty on the previous contract? [Refer to the RFP Sections 2.3 to 2.6. This will be in the contract reviewing portion after award.](#)
24. What is your preferred transition schedule? More specifically, how much time from the award date to the contract start date do you anticipate? [The week of April 17th, after interviews on April 14th, a Proponent will be selected with a start date of September 1, 2023.](#)
25. On the financial disclosure, to ensure available payroll, must it be the rate we are contracting and billing the city or the amount of our payroll to our employees? [Proponent should submit Financial Statements, See RFP Section 4.4. For the fee schedule, Proponent should include the rate that would be billed to the City for services, See RFP Section 4.6.](#)
26. Solicitations for current employees of current contractor, is there a limit on how many employees may transfer over? [Refer to RFP section 2.3, it is to the discretion of the awarded Proponent.](#)
27. The maintenance and fuel for vehicles used in this contract, where should we submit that in our proposal? [Refer to RFP Section 4.6.](#)
28. How long has Securitas serviced the City? [See Exhibit 4.](#)
29. What are the current wages for the existing security guards? [See Exhibit 4.](#)
30. What are the current bill rates being paid for this service? [See Exhibit 4.](#)
31. It is understood that there is a requirement for a vehicle at the Municipal Utilities Plant. Is there a make & model preference? What is the amount of mileage driven by the vehicle per month? [Preferably a pick-up with good traction for driving through muddy areas. Once construction is complete at the Municipal Utilities Plant a pickup won't be necessary. Mileage will be ~600/month if making routine patrols though the entire facility.](#)
32. Are there any other sites that require a vehicle, aside from the random patrols at Cesar Chavez and Margaret Troke Library? [Refer to RFP Exhibit 3.](#)
33. How many Bicycles are required for this contract? [Refer to the RFP Exhibit 3. Only for the one location.](#)
34. What is the preferred uniform type/style? [Refer to the RFP 2.6 Professional Standards, Uniforms and Equipment.](#)
35. It is mentioned on Page 1 of the RFP, under 2.0 Scope of Services, that safety gear may be required at some sites (i.e steel-toed shoes, reflective vests, hardhats, etc.) Which sites would have a requirement

for safety gear? It is recommended to have safety boots, reflective vests/jackets, and flashlights for the Corporation Yard. The RWCF requires reflective vest and shoes with good tread. The security company should not be entering any construction areas that require hardhat, vests and steel toe shoes, but the company should still be prepared to provide them in case conditions change.

36. Are there any special training requirements? Ex. First Aid/CPR/AED, etc? Refer to the RFP 2.3 Employee Selection and 2.4 Training.

37. Will all services be provided unarmed? Refer to RFP Section 2.6.

38. For the sites that require a metal detector and wand screening, will the necessary equipment for screening be provided by the City? The metal detectors are the property of the City of Stockton. The wand screening equipment belongs to the current contractor.

39. On page 7, handcuffs are mentioned in the RFP. Under what circumstances would Security Personnel need to detain someone? It was understood from the pre bid meeting, along with the RFP that Stockton PD would be notified if a situation escalated? There may be a situation where they could assist a sworn officer in need of assistance within the lobby or egress/ingress areas. Typically, they should call one of the direct lines for assistance, however, this may not be an option and handcuffs may be required.

40. Is the client exempt from payment of state and local sales and use taxes? No, please follow state and local tax laws.

41. What challenges is the City experiencing at the various sites?

City Hall: Unhoused individuals camping on-site after hours and using the restrooms to wash.

CS Locations: During operating hours recreation staff have experience general unruly behavior from patrons and some unsheltered issues with individuals trying to access areas of the facilities not available. Outside of hours (response calls), recreation facilities have experienced break ins and vandalism at all sites.

PW Location: Van Buskirk Golf Course experiences repeated vandalism and trespassing. At the Corporation yard there are many locations for people to hide and/or breach. We need regular and noticeable inspections of our yar. Sometimes there are unhoused people outside of our fence line between I-5. We need to keep an eye out for any potential risks and report camps, fires, holes in the fence line, dug holes under the fence line and anything out of the ordinary. It is also important that our guard during the day shift check employee badge and quests coming to the yard.

42. What is the reason for going out to bid for security services? The City's current contract is coming to an end. A Formal Solicitation must occur for new contract.

43. The Security Personnel will be using a company issued cell phone that will be used to maintain regular communication with designated staff when necessary. This device will also include an application that allows the Security Professional to log daily reports, manage lost and found, complete detailed incident reports and captures details of rounds made during a shift. Is there a storage locker or equivalent available to lock up the device at the end of their shift at the various sites? It is the Proponent's responsibility to maintain possession of equipment.

44. How are security personnel relieved when taking required Rest and Meal Breaks? Are there unpaid lunch breaks? Refer to RFP 2.0; O and R. Lunches are not paid breaks.

45. Is employee parking available to the contractor's employees? If so, is there a fee associated with parking? Parking varies by site and costs would be determined by location. The City Parking Authority

contact number is (209) 937-8539 for parking questions.

46. Does the City have a preference to retain incumbent employees that are in good standing and meet the hiring criteria of the Proposer? Refer to RFP section 2.3.

47. Are there restroom facilities near all of the posts?

There are restrooms at fixed post sites during hours of operation. Bicycle and vehicle patrol posts may not have designated restrooms.

48. For inclement weather, is there shelter available for the security professionals?

Shelter cannot be guaranteed. Refer to RFP section 2.6 C for recommended rain gear.

49. Is there an On-Site Office space available for an Account Manager? There is no On-site office space for an Account Manager.

50. It is noted in the RFP (Pg. 1, Section 2.0, C) that the proponent is responsible for the series of keys assigned to it and shall assign the keys to its personnel for use in maintaining the facilities. Can you confirm if these are "Master Keys" or keys that have been re-keyed (copied)? To be discussed at time of award.

51. On Page 1 of the RFP, it is understood that the City may award multiple contracts. When a proponent submits their Proposal Fee (Rates), should they price their services assuming they will be awarded the entire contract? Yes, if the Proponent can fulfill all City needs, they may be awarded the entire contract.

52. If awarded only some of the work, is there an opportunity to re-price the Proposal Fee to ensure pricing is appropriate for the work awarded, since some of the scope of work differs based on the site?

Refer to RFP 4.6, Finalist's fee structure may be subject to negotiation.

53. For the submission of the Proposal Fee (pg. 11, Sec. 4.6), does the City prefer to be quoted an "All-Inclusive" Bill Rate? Provide detailed basic fee structure with breakdown of other charges. Itemized is more ideal than all inclusive.

54. Does the City expect that the quoted pricing will apply for the duration of maximum five (5) year contract term? Or expect a bundled rate for the initial three (3) year term? Or expect a Bill Rate broken out Year over Year? (ex. Year 1 Rate, Year 2 Rate, etc. A bill rate broke out year over year is ideal. Contract is for a three (3) year term one option to renew for two (2) years, please provide for a five (5) year basis.

55. How and when will rate increases be addressed? Rate increases should be provided in proposal.

56. Is contract renewal for two (2) additional years contingent on mutual agreement of the parties regarding renewal period pricing? Two (2) year contingent is mutual for both party agreements. Five (5) year pricing should be in proposal.

57. Will the City also permit rate increases when and as needed to allow the Contractor to recoup unforeseen costs that are outside of the Contractor's control such as: increases in Federal, state or local taxes, levies, or required withholdings; costs under collective bargaining agreements; minimum, prevailing and living wage rates and other statutory requirements, such as legally mandated sick leave costs; and medical and other benefit costs? If so, please describe the process by which the Contractor will be able to submit a request for a rate adjustment. Per section 3.3 of the City of Stockton Standard Agreement Exhibit C, Contractor may raise its rates on 90 days' written notice to account for any increases in (a) health care, benefit, or insurance cost, (b) labor or fuel costs, (c) costs arising from changes to laws, regulations, or

insurance premiums, (d) SUI or similar taxes, or (e) any other taxes, fees, costs or charges related to Contractor's services.

58. Can the following provisions cited below be revised as follows to reflect that standard?
- RFP Section 7.10 on page 18: On line 5, insert the phrase "to the extent" after the word "except."
 - On line 5, delete the word "sole."
 - On line 6, insert the phrase "or any third party other than Contractor" after the reference to "City of Stockton" at the end of the sentence.
 - Exhibit C Section 13 on page 2: On line 7, insert the phrase "to the extent" after the word "except."
 - On line 7, delete the word "sole."
 - On line 8, insert the phrase "or any third party other than Contractor" after the reference to "City of Stockton" at the end of the sentence.

Please reference 9.1 Exhibit 1 Sample Contract p. 9-1

59. Can RFP Section 7.13 on page 19 and Exhibit C Section 11.1 on page 3 be revised to give the Contractor the reciprocal right to terminate the Agreement for convenience on 120 days' notice to the City? Can be negotiated at the time of award, please reference 9.1 Exhibit 1 Sample Contract p. 9-1

60. the requirement in Exhibit 2 "Minimum Scope and Limit of Insurance" Section 4 on page 1 of Exhibit 2 for the Contractor to provide a separate professional liability policy. Our company carries professional liability coverage as part of the commercial general liability policy, rather than as a stand-alone policy. Can the following sentence be added to the end of the cited section to reflect those parameters?

- "Such coverage may be combined with the Commercial General Liability limits."

Proponent is mis-interpreting our insurance requirements which clearly do not ask for separate policies. There is no reason to add the language.

61. The City requires that the City's rights as an additional insured extend to the Consultant's entire tower of insurance. See the last paragraph of Exhibit 2 "Minimum Scope of and Limit of Insurance" at the bottom of page 1 of Exhibit 2. Can we propose a compromise whereby Commercial General Liability (inclusive of Professional Liability) limits will be increased to \$10 million per occurrence and Auto Liability limits will be increased to \$5 million per accident in exchange for deletion of the foregoing paragraph. Is that compromise acceptable? In order to provide appropriate protection to the citizens of Stockton, our coverage requirements are carefully considered and vetted by Public Entity insurance specialists. We ask for broad protection as additional insured and we list minimum acceptable limits. We do not compel proponents to provide higher limits but if higher limits are provided, we believe it in the public interest for the City to have access to those limits

62. The foregoing parameters are stated in our contracts, and the additional insured endorsement to our CGL policy covers each additional insured to the extent of those contractual requirements. Our CGL additional insured endorsement is broadly written to cover each additional insured "where required by written contract." Furthermore, because our CGL additional insured endorsement is a blanket endorsement, additional insureds need not be expressly named in order to be covered. Similarly, certificates of insurance will confirm that the client "is included as an additional insured where required by written contract." Our CGL additional insured endorsement is written in manuscript form, but maintains equivalency with certain editions of CG 20 10 and CG 20 37 issued after the 11 85 Edition. Can the "Additional Insured Status" paragraph on page 2 of Exhibit 2 be revised as follows to reflect those parameters? ?

- Insert the following after the word "operations" at the end of the first sentence:

- "...to the extent of the Contractor's indemnification obligations under this Agreement and up to the required insurance coverage amount."
- Our intent is to protect the citizens of the City of Stockton. This request limits the available protection and the City will not make the change.
- Delete the phrase "if not available" from line 6.
 - This has no effect on the requirements and the City will not delete the phrase.
- Insert the following sentence before the reference to "Additional insured" on line 8:
 - Additional insured coverage may be provided by a blanket endorsement that covers additional insureds where required by written contract."
- The example ISO forms listed are blanket endorsements and the City will consider blanket additional insured endorsements at least as broad as. Insurance requirements have been appropriately vetted and the City will not add the additional language. Insert the phrase "as stated on the Certificate of Insurance" after the reference to "Name of Organization" on line 8. The City does accept blanket endorsements as reference CG 20 33 and CG 20 38.

63. What is the proposed budget? Purpose of RFP is to submit a proposal of Proponent rates and provide sufficient services needed by City.

64. Will we retain any of the current guard(s)? Refer to RFP section 2.3.

65. Is or Will the City of Stockton selecting the guard(s) or will the City leave it to the new awarded company? Refer to RFP section 2.3, it is to the discretion of the Proponent.

66. Will the client walk all winning companies through the properties? Yes, upon award.

67. How often do you update the post order? Updates vary by sites and are updated as needed.

68. Will the City of Stockton award multiple companies for this project?
Refer to RFP section 1.0.

69. Is there a single POC for the entire contract or POC per area/section service is provided? Will contracts be awarded to one or multiple contractors? Refer to RFP section 1.0.

70. Will a min. of 2 set of keys/cards per site/area be provided? To be discussed upon award.

71. Specifically, which site(s) require a supervisor? In Stating, Shift Supervisor, are you stating 3 supervisors to include weekend shifts? As needed to meet requirements refer to RFP section 2.5.

72. A. Will Stockton PD provide Bicycle training for Security Officers? The City of Stockton PD will not provide Bicycle training.

73. Sports Complex have any office access? Lock/unlock responsibilities?
We do not have offices at our sports complexes. There are no responsibilities for the guards to unlock and lock doors/gates. This will be handled by City of Stockton employees.

74. Holidays are estimated at 7, can additional holidays be added? Holidays for all sites/areas Van Buskirk Golf Course should include all holidays as we are requiring inspections 365 days per year. Although it was not discussed we will keep all holidays at 7, however this can be open to discuss at time of award.

75. Alarm Response services hours. Any time during 2200-0600Hrs?
[Alarm response hours can occur anytime outside of normal business hours and will vary by site depending on days and hours of operation.](#)
76. Vehicle charge, 12 Hours, what does that mean? The security guard should have a vehicle at all times.
[The one stationed at guard shack should be able to switch out the vehicle with the roaming guard.](#)
77. For the Cash Handling (2.2) Requirement noted on page 4 of the RFP? [See solicitation change 2.](#)
78. Is this a separate responsibility than the Toll Booth Operation? [See solicitation change 2.](#)
79. Does the Cash Handling happen indoors only? [See solicitation change 2.](#)
80. Are the two security guards armed or unarmed? [See solicitation change 2.](#)
81. If Cash Handling is taken outside, how far must they travel to transport it to the City's designated deposit site? [See solicitation change 2..](#)
82. How much money is typically being transported? [See solicitation change 2.](#)
83. What time of day does Cash Handling occur? [See solicitation change 2.](#)
84. Are the two security guards using a vehicle to transport the cash? [See solicitation change 2.](#)
85. If so, whose vehicle is used? Is it the one (1) vehicle that is used at the Muni Utilities Plant? [See solicitation change 2.](#)
86. Which site(s) does Cash Handling occur at? [See solicitation change 2.](#)
87. How often does Cash Handling happen per week? [See solicitation change 2.](#)
88. For the Toll Booth Operation (2.9) Requirement noted on Page 8 of the RFP, if responsibility is different from Cash Handling above? [See solicitation change 2.](#)
89. Are two security guards required for this duty? [See solicitation change 2.](#)
90. Are the two guards armed or unarmed? [See solicitation change 2.](#)
91. How far must they travel to transport it to the City's Administrative Services Department? [See solicitation change 2.](#)
92. How much money is typically being transported? [See solicitation change 2..](#)
93. What time of day does the transport occur? [See solicitation change 2.](#)
94. Are the two security guards using a vehicle to transport the cash? [See solicitation change 2.1.](#)
95. If so, whose vehicle is used? Is it the one (1) vehicle that is used at the Muni Utilities Plant? [See solicitation change 2.](#)

- 96. Referring to Attachment A, "Buckley Cove" is not referenced. Which site and security personnel would handle the Toll Booth Operation responsibilities at Buckley Cove? [See solicitation change 2.](#)
- 97. For the Toll Booth Operation, is security personnel sitting in a booth collecting tolls during a shift or are they arriving to pick up the funds from the booth and deliver to the Administrative Services Department only? [See solicitation change 2.](#)
- 98. What site and/or sites require Cash Handling? [See solicitation change 2.](#)
- 99. The site(s) that require Cash Handling have two fixed security officers at the site(s). [See solicitation change 2.](#)
- 100. Are there surveillance cameras on site, specifically directed at cash handling station/desk/location? [See solicitation change 2.](#)
- 101. Contractor required to schedule pickup of funds or is the city to schedule pickup? [See solicitation change 2.](#)

PROPONENT MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING BELOW AND ATTACHING THE SIGNED ADDENDUM TO THE PROPOSAL:

Company Name _____

Contact Person _____

Signature _____

Date _____

Proposals Due – Promptly by 2:00 P.M., Thursday, April 6 2023, at the City Clerk’s Office.

-----City of Stockton Use Only below this line-----

Addendum acknowledged and signed? _____ (Procurement Specialist’s initials)