



GAIL FARBER, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
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ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: **AS-0**

April 8, 2014

### **REQUEST FOR PROPOSALS – ADDENDUM 1 ARMED AND UNARMED SECURITY SERVICES FOR PUBLIC WORKS HEADQUARTERS COMPLEX (2014-PA007)**

Thank you for attending our mandatory Proposers' Conference for Armed and Unarmed Security Services for Public Works Headquarters Complex held on Monday, March 31, 2014.

Please be reminded that the deadline to submit your proposals remains on **Monday, April 14, 2014, at 5:30 p.m.**

The following revisions have been made to the Request for Proposals (RFP). Added words are shown in **bold** and deleted language is ~~struck-out~~. Questions presented in this addendum represent the questions asked by Proposers in the form and context as submitted.

#### **A. Addendum:**

1. Form LW-8, Staffing Plan & Cost Methodology, has been replaced in its entirety with **Form LW-8.1 (Enclosed)**. Please use the enclosed Form LW-8.1 when submitting your proposal.
2. Exhibit A, Scope of Work, Section L., Specific Tasks, page A.16, the order of the item number has been modified as shown below:  
  
**2. 3. Supervisor Tasks (Lieutenants & Sergeants).**

3. Exhibit A, Scope of Work, Section L, Specific Tasks, page A.17, Item 4.b., has been modified as shown below:

The following is a list of forms (see Exhibits ~~E~~ **F** through ~~F~~ **I**) applicable to the security Statement of Work.

Contract Discrepancy Report (Exhibit ~~F~~ **F**)  
Notice of Proposed Payment Adjustment (Exhibit ~~G~~ **G**)  
Equipment Inventory, Damage, and Loss Liability (Exhibit ~~H~~ **H**)  
Statement of Loss of County Security Equipment (Exhibit ~~I~~ **I**)

4. Exhibit A, Scope of Work, Section L, Specific Tasks, page A.18, Item 5, has been modified as shown below:

Exhibit ~~K~~ **J** lists the required services which will be monitored by the County during the term of this Contract, the required standard of service, maximum deviation from the standard, method of surveillance, and monetary adjustment for exceeding the maximum deviation from the standard. Should an inconsistency be determined between the Scope of Work and the Performance Requirements Summary (Exhibit ~~K~~ **J**), the higher service level in the judgment of Public Works shall prevail.

**B. Clarifications:**

1. Question:  
Have there been any security situations in the last 5 years where an armed guard has had to pull their weapon?

Response:  
No.

2. Question:  
Are there lockers and a break room for security staff at your facility?

Response:  
Yes. Public Works will provide security officers at the Headquarter Complex with lockers and break room.

3. Question:

The current LWO has stagnated wages since 2008, if the Board decided to increase the LWO during any year of the contract, would the County intend to renegotiate the vendor rate to adjust for the new LWO? Otherwise it would most likely force another RFP.

Response:

No. With respect to Board of Supervisors' future plans on whether or not to increase wages for the Living Wage Program, Public Works does not have any knowledge at this time. Please note Part I, Section 3.S, Wages, Materials, and other Costs, on page 1.33 of the RFP, which clearly states that it is the responsibility of the Proposer to calculate the proposal price and to take into consideration a possible escalation of wages, materials, and other costs during the contract period.

4. Question:

There is mention of mileage reimbursement for deliveries. Does the County, at times, ask the security vendor to deliver materials on its behalf? and If so, how often?

Response:

There is no mention of deliveries in the RFP document. Although at this time, this contract does not require contractor security officer to perform deliveries of any kind on behalf of the County, as stated in Exhibit A, Scope of Work, Item E.1.c., Description of the Services to be Performed, on page A.3, if requested contractor shall provide vehicle for performance of the work when requested and authorized by Public Works. Such vehicle travel shall be reimbursed at the County's then current employee permittee mileage rate.

5. Question:

Please clarify that both armed and unarmed officers need the following items:

Sam Brown Belt, handcuff case, one set of handcuffs, plus female key, four keepers, key snap, one heavy-duty three- or five-cell flashlight, badge and name tag, one baton and baton ring, rain gear, and jacket.

If, unarmed officers do not need these items please clarify or we will presume that they both need all of them.

Response:

All officers, both armed and unarmed are required to be equipped with all items listed above.

6. Question:

Why do some of the officers only work 4 days a week?

Response:

The Department of Public Works Headquarters' workdays are Monday through Thursdays, and the daily work schedule is a ten-hour workday. Please note that it is the responsibility of the contractor to arrange proper and adequate coverage for each post according to the RFP's requirements.

7. Question:

Contract account executive, isn't that a county employee? Or if provided by the contractor is this a dedicated position? We do not see this position on the position/hours page.

Response:

No. An Account Executive is a contractor's employee who is assigned or designated by the contractor to confer with Public Works' Contract Manager with respect to security services for Headquarters Complex and handle any issues that are beyond the level of a Security Director assigned to the Public Works location. This cost should be considered as part of your firm's total proposed annual price.

8. Question:

If this is provided by the contractor, how many hours is the current contract account executive doing per week and annually?

Response:

There is no set schedule for this position, however the designated contractor's Account Executive must be available to be reached by Public Works' Contractor Manager to handle issues that may arise that are beyond the level of the Security Director. There are no set work hours or required schedule for the Account Executive. Please refer to response to No. 7.

9. Question:  
Please refer to the types of "Debris" will be created on this contract for G4S to know how much this will cost? Page A.23 Section P.

Response:  
Please refer to Exhibit A, Scope of Work, Item I.3, on page A.12, which indicates materials necessary for the proper performance of this contract, including items such as staplers, staples, paper clips, and other supplies. Debris derived from the use of these materials throughout the course of the officers' shift shall be removed from Public Works and disposed of properly.

10. Question:  
What are the public works safety requirements? Page A.23 Section Q?

Response:  
Contractor security officers must exercise safety standards at all time while on post at Public Works Headquarters Complex. Some examples of safety requirements are as follows: while driving or operating Segways, operating elevators, carrying items, conducting traffic control, administering cardiopulmonary resuscitation (CRP) first aid, and/or attending to any medical situation, etc.

11. Question:  
Can we take exception to any of the Term and Conditions in Section B?

Answer:  
No exception to any parts of the solicitation document is allowed.

12. Question:  
Please advise what the current Pay and Bill rates are for the current contractor.

Answer:  
This information was provided via e-mail to all vendors who attended the Proposers' Conference on Monday, March 31, 2014. The Board of Supervisors' website is noted below to access information regarding the current contract. The rates are depicted in the Form PW-2, Schedule of Prices.

<http://file.lacounty.gov/bos/supdocs/50061.pdf>

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13. Question:

Please make available the current contract for this bid or please advise who we can contact to obtain the contract through the California Public Records Act.

Answer:

Please refer to the response to No. 12.

If you have questions concerning the above information, please contact Mr. Scott Pham at (626) 458-4069, Monday through Thursday, 7 a.m. to 5:30 p.m.

Very truly yours,

GAIL FARBER  
Director of Public Works



GHAYANE ZAKARIAN, Chief for  
Administrative Services Division

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## STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT:

Armed &amp; Unarmed Security Services for Public Works HQ Complex (2014-PA007)

PROPOSER: \_\_\_\_\_

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							ANNUAL HOURS	HOURLY WAGE RATE***	ANNUAL COST
	SUN	MON	TUE	WED	THU	FRI	SAT			
<b>Day Shift</b>										
Security Director-Unarmed (8 a.m.-4 p.m.) no holidays		10	10	10	10	10		40	1970	\$
Lieutenant-Unarmed (8 a.m.-4 p.m.)	8	8	8	8	8	8	8	56	2920	\$
Security Officer-Unarmed (8 a.m.-6 p.m.) no holidays		10	10	10	10	10		40	1970	\$
Security Officer-Armed (8 a.m.-4 p.m.) no holidays		10	10	10	10	10		40	1970	\$
Security Officer-Armed (8 a.m.-6 p.m.) no holidays		10	10	10	10	10		40	1970	\$
Security Officer-Unarmed (8 a.m.-4 p.m.)	8	8	8	8	8	8	8	56	2920	\$
Security Officer-Unarmed (8 a.m.-4 p.m.) no holidays		8	8	8	8	8		40	1970	\$
Security Officer-Unarmed (8 a.m.-6 p.m.) no holidays		10	10	10	10	10		40	1970	\$
<b>Swing Shift</b>										
Lieutenant - Unarmed (4 p.m. - Midnight)	8	8	8	8	8	8	8	56	2920	\$
Security Officer - Unarmed (4 p.m. - Midnight)	8	8	8	8	8	8	8	56	2920	\$
Security Officer - Unarmed (4 p.m. - Midnight) no holidays		8	8	8	8	8		40	1970	\$
<b>Graveyard Shift</b>										
Sergeant - Unarmed (Midnight - 8 a.m.)	8	8	8	8	8	8	8	56	2920	\$
Security Officer - Unarmed (Midnight - 8 a.m.)	8	8	8	8	8	8	8	56	2920	\$
<b>Comments/Notes:</b>								Total Annual Salaries		
								(1) Vacations, Sick Leave, Holiday		
								(2) Health Insurance **		
								(3) Payroll Taxes & Workers' Compensation		
								(4) Welfare and Pension		
								Total Annual Employee Benefits (1+2+3+4)		
								(5) Equipment Costs		
								(6) Service and Supply Costs		
								(7) General and Administrative Costs		
								(8) Profit		
								Total Annual Other Costs (5+6+7+8)		
								<b>TOTAL ANNUAL PRICE</b>		
								\$		

\* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

\*\* Minimum cost for health insurance is \$2.20/hour if hourly wage rate is between \$9.64 and \$11.84, unless exemption from Living Wage requirements has been granted by the County.

\*\*\* The minimum level of compensation to be paid by Contractor to the employees working under this Contract shall be:

Security Officer (unarmed) \$11.84/hr.

Security Officer (armed) \$12.85/hr.

Sergeant (unarmed) \$13.50/hr.

Lieutenant (unarmed) \$15.00/hr.

Security Director (unarmed) \$24.00/hr.

This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.), hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, should total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices.

The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.

Name of Proposer \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_