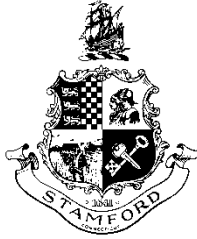


**MAYOR
CAROLINE SIMMONS**



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ADDENDUM NO. 1

October 11, 2023

2024.0112

City RFP - Security Services for City of Stamford Facilities

Addendum No. 1 is being issued to all potential bidders to provide the items and attachments set forth herein which shall act to qualify, clarify, or otherwise modify the Contract Documents previously issued regarding the above referenced project. These items, whether of omission, addition, substitution, or clarification, shall be incorporated into the proposals submitted by all bidders, and receipt of this document and its attachments must be acknowledged, either in the space provided on the Bid Form or on the Contractor's Form of Proposal. Failure to do so may subject the Bidder to disqualification.

The items and references are as follows.

General Information

Section 2.0 Scope of Services

Section c Uniforms

Is it the responsibility of the contractor to supply footwear to the security staff?

- YES.

Is it the responsibility of the contractor to provide an outside cleaning service for the security staff?

- Custodial service would not be required. Uniforms to be cleaned as per company policy; City will not provide uniform cleaning services.

Section e Equipment

What make and model radio does the city use, so that the contractor can obtain compatible radio's for the staff?

- The city provide Motorola APX 6000 units

The RFP calls for the contractor to supply a first aid kit. Is that first aid kit used exclusively for the security officer staff or is it intended to be used by the staff of the building?

If for the building staff, please specify contents?

- City will provide the first aid kit if need be.

Is the contractor required to supply first aid kits to the two buildings not on the Government Center campus?

- City will provide a first aid kit for all sites.

Section g Recording of Tours of Duty

Is the contractor required to supply a tour system for the Government Center tours? If so, is the contractor required to supply tour systems for the other two buildings?

- We are requesting that the guard company provide the tour system. We will require access to the system for accountability purposes.

Other questions

Will the security staff operate city owned vehicles?

- No.

Is there any specific required training for the security staff, such as CPR/First Aid/AED?

- First Aid, CPR, AED.

Being a government contract does this contract fall under the State of CT prevailing wage rate for Guards?

- No, the contract is with the City of Stamford, not the state or a state agent.

Sec. 31-57f. Standard wage rate for certain service workers. Definitions. Standard rate required. Civil penalty. Complaints. Determination of standard rate by Labor Commissioner. Effect on employers bound by collective bargaining agreements. Recordkeeping requirement. Penalty for filing false certified payroll. Exemptions. Regulations. (a) As used in this section: (1) "Required employer" means any provider of food, building, property or equipment services or maintenance listed in this subdivision whose rate of reimbursement or compensation is determined by contract or agreement with the state or any state agent: (A) Building, property or equipment service companies; (B) management companies providing property management services; and (C) companies providing food preparation or service, or both; (2) "state agent" means any state official, state employee or other person authorized to enter into a contract or agreement on behalf of the state;

What is the current Officer pay rates?

- We cannot answer this question.

What is the current Bill rate?

- We cannot answer this question.

Do you have any PTO, holiday or vacation requirements that must be adhered to?

- No.

Do you have any Officer benefits requirements?

- No.

How are meal breaks handled?

- This should be handled internally by the security supervisor or manager.

Do you have any wage rate requirements (i.e. prevailing wage)?

- Question previously answered.

Is there a union contract in place for Officers?

- No.

What are the uniform requirements (anything beyond standard uniform)?

- Nothing beyond your standard uniform.

As per Management and Personnel- is the contractor required to launder uniforms or can guards clean and press their uniforms?

- The guard company can dictate. The city will not pay laundry fees.

Do you require background checks outside of standard licensing background check?

- Yes. A standard background check is required. The guards must be current with all state certifications to include their security guard cards for the state of CT. The city should not be expected to pay for this standard security guard requirement.

Is a bid bond, consent of surety or performance bond required?

- No

Do you have specific billing requirements (certified payroll, etc.)?

To be determined with selected supplier. Bill will be required to be itemized.

At what percentage is your current security program staffed at?

- Unknown at this time.

How many radios will the contract require- what make/model?

- City will provide radios.

Will electronic times sheets suffice?

- TBD by supplier; we would only access records for an audit, legal action, etc.

Do you require any specific testing for Officers?

- Question unclear Specify Testing. Are you asking for COVID test?

Who is the incumbent?

- Century Protective Services, Inc.

What is your use of force policy?

- Security guards should observe, escort, and report any instances. If there is any time where someone needs to leave the building and are not going freely, police should be called.

The RFP states: “The financial data quoted in this offer will not change for a period of one hundred twenty (120) days after the receipt date at the City of Stamford of this offer.” Since the State of CT will be going out to bid, how will this apply to the new contract? When is the start date of this project?

- No impact.
- January 6, 2024

When do you anticipate billable overtime being approved? Under what circumstances do you expect the City to approve billable OT?

- Overtime can only be approved if prior discussion and approval is provided by the contract POC. Director of Facilities.

Are the current security professionals organized under a union? If so, which one and who are the parties to the CBA?

- No Union.

How is a security professional relieved for meals and breaks, and by whom?

- This should be handled internally by the security supervisor or manager.

Why is this service going out to bid now?

- The agreement with the current provider will expire.

RFP States:” Emergency Office Location- the awarded contractor is to maintain an office, on or off site, to be approved by the city in order to effectively respond to emergency calls.” We have four offices in the state of Connecticut. What is the approval process for an emergency office?

- We need to know who we can contact, where the physical office location is in the event that the supervisor or regional manager does not respond immediately.

RFP States: “The City reserves the right to interview and approve staff to be hired for the project. The City reserves the right to immediately dismiss staff provided by the contractor with or without an explanation.” Do you intend to be a co-employer? Does this mean that the City will be helping to interview and approve Security Professionals?

- We do not want to interview security guards we do want to interview supervisors and shift supervisors.

RFP States “The contractor shall immediately replace dismissed employee with qualified personnel.” What is the time period for finding a replacement? Will it be the next shift?

- The time period is immediately. A temporary guard is authorized in the interim while finding a replacement.

What type of two-way radio system does the City utilize? What is the frequency, and will you provide the awarded contractor a letter to buy on that frequency?

- We have a Motorola P25 Trunked 700/800 MHz radio system that is part of the Connecticut Land Mobile Radio Network (CLMRN). At this point, I think that we would prefer to continue to provide the radios to the contractors.

What type of First Aid Kits are required? Will these need to be OSHA standard and how many people would they need to serve?

- No need to provide we the city will provide.

Does the City of Stamford intend to award this contract to a single vendor?

- The City of Stamford reserves the right to contract with any firm for any reason.

What type of supervision and management do you expect to be onsite?

- There should be an onsite supervisor during business hours.

Will required Training be billable?

- No.

Does this contract fall under the city prevailing wage?

- No

All other terms and conditions of No. 2024.0112 remain the same.

Erik Larson

Purchasing Agent

cc: Josephine Carpanzano, Deputy Director of Operations
Purchasing Department File