



# **County of Imperial**

## **REQUEST FOR QUALIFICATIONS and RATES for Security Guard Services**

(RFQ) #24-0165 – Addendum #1 December 21, 2023

1. What is the exact scope of security requirements and what the entire process would look like?

**The Scope of Services is included as Exhibit “A” to the RFQ (Page #'s A-1 – A-9). The RFQ review, scoring and selection process is specified under Page #'s 4, 9-10 of the RFQ.**

2. Number of security guards that would need to be added to the vendors payroll?

**The Consultant will perform its own hiring and shift scheduling. The County only specifies the number of security posts under the Exhibit “A” Scope of Services.**

3. Will a Confidential statement be required?

**A “Confidential Statement” is not a requirement under RFQ #24-0165.**

4. Will there be a score rubric?

**The Consultant’s written Statement of Qualifications (“SOQ”) and In-Person Interviews will both scored by a panel of County staff. The written SOQ’s scoring breakdown is identified on Page #9 of the RFQ.**

5. How will the billing/invoicing be carried out?

The “Agreement for Services” specifies under Term #8 that the “Consultant shall on a weekly basis, submit to the CEO a written claim for compensation for services performed at the rates and charges set forth in Exhibit “C”.

6. Is there only one location for hospitals? Will security guards be needed to cover a hospital in Palm Springs?

No. The Exhibit “A” Scope of Services identifies three (3) hospital locations which all require on-call security guard coverage, please refer to the table below:

8. IMPERIAL COUNTY SHERIFF’S OFFICE – ON-CALL Inmate Supervision		
<b>a. Locations:</b>		
1	EL CENTRO REGIONAL MEDICAL CENTER (ECRMC)	1415 ROSS AVE., EL CENTRO
2	PIONEERS MEMORIAL HOSPITAL (PMH)	207 W. LEGION ROAD, BRAWLEY
3	DESERT REGIONAL MEDICAL CENTER	1150 N. INDIAN CANYON DR., PALM SPRINGS

7. With respect to the Rate Schedule, can proposers provide additional rates for positions other than those for standard armed and unarmed positions? Specifically, can we add an additional rate for patient watch services?

No. The RFQ states that “Rates shall include all support services in effect for the security guard including, but not limited to, training, benefits, licensing, certifications, dispatching, administration, and any other overhead costs etc. The rates listed [below] shall be used to bill all services by the firm. No other fees or charges will be reimbursed by the County”.

This Rate Schedule shall be included with all SOQ submittals:	
<b>Personnel/Equipment:</b>	<b>Rate:</b>
<b>Armed/Uniformed Security Guard</b>	\$ _____ per hour
<b>Unarmed/Uniformed Security Guard</b>	\$ _____ per hour
<b>Holiday/Overtime/Armed/Uniformed Security Guard</b>	\$ _____ per hour
<b>Holiday/Overtime/Unarmed/Uniformed Security Guard</b>	\$ _____ per hour

8. Do any of the sites/posts require a vehicle? Without detailed post orders we do not know what specifically is being requested at each of the sites, so can the County please confirm that there is no vehicle requirement and that the services being requested can be reasonably performed without the use of a vehicle?

No. The RFQ, Scope of Work and Agreement for Services do not require the Consultant to provide vehicles to any of the posts. Each listed patrol is conducted via “Foot Patrol” as all locations specified within the individual posts are contiguous and within walking distance of one another.

9. If a vehicle is required, can we add a separate line item on the Rate Schedule to bill separately from the actual security services?

**The Consultant is not required to provide vehicles to any of the posts.**

10. Question Number 6, page #6 of 12: Asks the provider what their “towing policy” is. Can the County please clarify what the expectation is of a service provider as it relates to towing? In other words, is the County expecting the provider to enforce towing when infractions take place on County property? Is the County expecting the provider to enforce towing in other public places? The question is too broad to give a specific answer. Please expand on what type of towing the current provider is enforcing and / or what the County would envision a provider being able to perform with respect to towing and parking enforcement.

**The RFQ requests that the Consultant describe its own towing policy. If the Consultant does not have a towing policy, that can be stated in the response. The Scope of Services provides the County facility post locations where a “towing” decision would need to be carried out in collaboration with the County’s designated representative. Section #3.1 of the “Agreement for Services” designates the County Executive Officer as the County’s representative for all purposes under the Agreement.**

11. Question #10 references a vehicle. Without understanding the post expectations there is no way to clearly answer this question. Most of the post descriptions simply say: patrol the facilities. Can the County please either expand on the post expectations at the various locations or at the very least identify which sites may require a vehicle to perform expected duties?

**The Consultant is not required to provide vehicles to any of the posts. Each patrol is conducted via “Foot Patrol” as all locations specified within the individual posts are contiguous and within walking distance of one another.**

12. Question #16: With respect to meal and rest breaks, will the County allow officers to leave their posts in order to take meal and rest breaks? With respect to the 2 mandated breaks per California law, the officers need to be allowed to completely break from their work, they cannot be “on call” or expected to respond at any time during these breaks. This is a very critical point that the State and labor department are now enforcing with vigor. That being said, will the County allow rest breaks to take place without “relief” being provided? Or does the County expect a “relief force” to be provided at a very high cost to provide these 15 minutes breaks?

**A “relief force” is not a requirement of the RFQ, Scope of Services or the Agreement for Services. The Consultant provides its own personnel management and oversees that all applicable labor laws are followed for the performance of the Agreement for Services. Please refer to Section #5 of the Agreement for Services, a brief excerpt is copied below:**

5.3.2. Keep itself fully informed of all existing and proposed federal, state and local laws, ordinances, regulations, orders and decrees which may affect those engaged or employed under this Agreement, any materials used in CONSULTANT’s performance under this Agreement or the conduct of the services under this Agreement;

5.3.3. At all times observe and comply with, and cause all of its employees to observe and comply with all of said laws, ordinances, regulations, orders and decrees mentioned above; and

13. Is the incumbent company providing relief officers for every break and lunch or are the posts allowed to go dark for the breaks?

**The practice varies by post. The individual County departments provide the site specific post orders for the sites that are listed within the Scope of Services. Any questions, requests for clarification or accommodations are discussed on a case by case basis between the Consultant's Supervising Personnel and the County's representatives.**

14. Please provide the current incumbent bill rates for the armed and unarmed positions. Are there any other positions or equipment that the incumbent contractor is billing the County for, and if so, please provide the rates.

**The incumbent's hourly billing rates are as follows:**

**Armed Security \$29.69**

**Unarmed Security \$23.99**

**Armed Security Overtime \$44.54**

**Unarmed Security Overtime \$35.99**

**There are no other positions or equipment billed under the incumbent's Agreement.**

15. Question #23: Reference citations. Can the County please explain what "citations" are expected to be issued? Please explain the current process, in other words how does the citation process currently work, what infractions are grounds for citations, and if security is issuing citations are they required to appear in court if a citation is disputed? Are these criminal or traffic citations? Does the County expect the officers to perform citizens arrests? Does the County expect the contractor to enforce and cite events such as trespass? Again, this question is too broad and a description of what the County's expectations must be provided in order to provide a clear answer.

**Question #23 is in regards to the policy or practice in place within the Consultant's privately owned business. If the Consultant does not have a citation policy or practice, that can be stated in the response. The RFQ, Scope of Work and Agreement for Services do not require the Consultant to issue citations or to perform citizens arrests.**

16. 1.1 Rates: Is the County asking for flat rate that would be valid for all three initial years? Meaning the proposers would have to guess at inflationary adjustments and build into one overall rate valid for all three years? Or can proposers provide a year one rate, a year two rate, and a year three rate? Can proposers propose a year one rate and state that year two and three shall be adjusted by the increase in the CPI?

**The hourly rates quoted by the Consultant within the written Statement of Qualifications will remain in effect for a period of THREE (3) years from the date of signing an "Agreement for Services". The hourly rates are fixed for all three (3) years of the initial term.**

17. 2 b. 1: Please clarify what the County's meaning is behind providing service on "one hour basis" at each of the 3 buildings. Does this mean the expectation is to provide roving service at building 1 for an hour, move to building 2 and provide for an hour, etc.. throughout the shift? Is the one hour spent patrolling the entire building or manning a standing post?

**The Behavioral Health Services post is fixed/stationed at 202 N. 8<sup>th</sup> Street, El Centro (Location 1). The additional buildings listed at Locations 2 & 3 are patrolled via “foot patrol” at the specified intervals. All three (3) buildings are contiguous and within walking distance of one another.**

18. SOQ submittal format page 5, bullet point “Resumes”: Asks for resumes and very detailed information for the actual security personnel such as guard card info, firearm permit info, proof that training has been met, etc.. The ONLY company that would have this information to provide would be the incumbent contractor. Every proposer would need to hire officers upon award and THEN would be able to provide this information to the County. Can the County please modify or clarify this requirement so that all proposers will be on a level playing field and not request information that only the incumbent would be able to provide an answer to at this time?

**The “Resume Requirement” is stated and intended for “key individuals”, typically reserved for contract managers and supervisors.**

19. Will the County afford proposers ample time after responding to questions in order to submit a final proposal? In other words can the County ensure that proposers have at least one week from publication of answers to questions to submit the final proposal?

**The RFQ does not specify a mandatory Pre-bid inquiry response period.**