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August 12, 2020

**ADDENDUM FIVE
TO THE REQUEST FOR PROPOSALS
FOR ARMED AND UNARMED SECURITY GUARD SERVICES
RFP CMD #20-02**

This is Addendum Five to the Armed and Unarmed Security Guard Services Request for Proposals (RFP CMD #20-02), which was released on June 23, 2020.

Part I of the addendum contains portions of the RFP that have been revised. Part II of this Addendum contains revised answers to questions that were submitted prior to and at the Proposer's conference held on July 9, 2020 and posted in Addendum Three.

The information contained in this Addendum Five supersedes any related information previously provided.

The Addendum will be posted on the following websites:

<https://doingbusiness.lacounty.gov/>

and

<https://dpss.lacounty.gov/en/business/contracts.html>

For your convenience the RFP required forms are available in fillable PDF format at the websites listed above.

Disclaimer: The fillable forms have been made available for your convenience, and it's the responsibility of the proposer to ensure the accuracy of all calculations.

Proposals are due on and must be received by DPSS no later than 12:00 P.M. local time, ~~August 17, 2020~~ August 25, 2020. No late proposals will be accepted.

Please continue to access the above-mentioned website for updates.

ADDENDUM FIVE

PART I

**TO THE REQUEST FOR PROPOSALS
FOR ARMED AND UNARMED SECURITY GUARD SERVICES
RFP CMD #20-02**

Addendum Five to the Request for Proposals CMD #20-02 shall cause the following revisions. **Double strikethroughs signify deletions and underline font signify additions.**

1. RFP Subsection 7.3, RFP Timetable, has been revised to read as follows:

7.3 RFP Timetable

7.3.1 The timetable for this RFP is as follows:

- Proposals Due by 12:00 P.M. (local time)..... ~~8/17/2020~~ 8/25/2020

2. RFP, Subparagraph 7.9.10.3, has been revised to read as follows:

7.9.10.3 Proposer shall describe the staffing plan for supervision of security guards, utilizing at least one (1) ~~supervisor~~ Program Supervisor per zone on each shift plus an additional supervisor for every ten (10) guards, as provided in Appendix B, Technical Exhibit B-2, Minimum Staffing by Zone, of this RFP, including details of how Proposer will account for supervisor travel time.

3. RFP, Subsection 7.12, Proposal Submission has been revised as follows:

7.12 Proposal Submission

7.12.1 The original Business Proposal and five (5) copies shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the proposer and bear the words:

**"BUSINESS PROPOSAL FOR ARMED AND UNARMED
SECURITY GUARD SERVICES RFP CMD #20-02
(Insert North Sector or South Sector as applicable)**

The original Cost Proposal and five (5) copies must be submitted in a separate sealed package, plainly marked in the upper left-hand corner with the name and address of the proposer and bear the words:

**"COST PROPOSAL FOR ARMED AND UNARMED
SECURITY GUARD SERVICES RFP CMD #20-02
(Insert North Sector or South Sector as applicable)**

The submission of proposals for consideration shall be contingent upon attendance to the Proposers' Conference.

The electronic copies of the proposals, as outlined in Paragraph 7.8.7 of this RFP must be uploaded via the secure link provided by the County to attendees of the Proposers' Conference. The link will be provided after the Proposers' Conference by email.

The hard copies of the proposal(s) shall be delivered to:

Attention: David Perez, Administrative Services Manager I
County of Los Angeles
Department of Public Social Services
12900 Crossroads Parkway South, East Annex, 2nd Floor
City of Industry, CA 91746

It is the sole responsibility of the submitting proposer to ensure that both the hard copy and the electronic copy of the proposal are **received** before the submission deadline. Submitting proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any proposals received after the scheduled closing date and time for receipt of proposals, as listed in Subsection 7.3 (RFP Timetable), will not be accepted and shall be returned to the sender unopened. Timely hand-delivered proposals are acceptable. For hand-delivered Proposals a delivery transmittal will be issued as proof of submission. No facsimile (fax) copies will be accepted.

All proposals shall be firm offers. The last date and time proposals will be accepted is ~~August 17, 2020~~ August 25, 2020, at 12:00 P.M. (Local Time). No proposals will be accepted after this date and time.

4. RFP Section 8.0 SELECTION PROCESS AND EVALUATION CRITERIA, Subsection 8.1 Selection Process, Paragraph 8.1.1, has been revised to read as follows:

8.0 SELECTION PROCESS AND EVALUATION CRITERIA

8.1 Selection Process

8.1.1 The County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and select the successful proposal(s). The selection process will begin with receipt of the proposal on ~~August 17, 2020~~ August 25, 2020.

Evaluation of the proposals will be made by an Evaluation Committee selected by DPSS. The Committee will evaluate the proposals and will use the evaluation approach described herein to select a prospective contractor. All proposals will be evaluated

based on the criteria listed below. All proposals will be scored and ranked in numerical sequence from high to low. The County may also, at its option, invite proposers being evaluated to make a verbal presentation or conduct site visits, if appropriate. The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation.

After a prospective contractor has been selected, the County and the prospective contractor(s) will negotiate a contract for submission to the Board of Supervisors for its consideration and possible approval. If a satisfactory contract cannot be negotiated, the County may, at its sole discretion, begin contract negotiations with the next qualified proposer who submitted a proposal, as determined by the County.

The recommendation to award a contract will not bind the Board of Supervisors to award a contract to the prospective contractor.

The County retains the right to select a proposal other than the proposal receiving the highest number of points if County determines, in its sole discretion, another proposal is the most overall qualified, cost-effective, responsive, responsible and in the best interests of the County.

5. RFP, Appendix D, Required Forms, Exhibit D-11, Pricing Sheet, has been revised to read as indicated on the attached updated Exhibit D-11.

REQUIRED FORMS - EXHIBIT D-11
PRICING SHEET
FORM OF BID TO BE SUBMITTED BY PROPOSER

The undersigned offers to furnish all personnel and materials for the provision of Armed and Unarmed Security Guard Service. Said work shall be done for the period prescribed and in the manner set forth in RFP, Appendix A, Statement of Work and based on projected hours provided in Appendix B, Technical Exhibit B-2, Minimum Staffing Plan by Zone. The Proposer rates (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the RFP. The projected hours are subject to change and do not constitute a guarantee of any number of hours to be served throughout the applicable Sector.

The quoted hourly rates shall be contractor's sole compensation for all expenses, including, but not limited to, wages, overtime, holiday pay, administrative costs, employee benefits, equipment, training, uniforms, etc.

Overtime and Special Rates will calculate automatically in the Overtime/Special Rates Table based on the "All-Inclusive Fixed Rates" entered.

Complete one PRICING SHEET for each SECTOR you are proposing on. Only one rate for each guard will apply for that Sector.

I agree to provide comprehensive Armed and Unarmed Security Guard Service for DPSS in Los Angeles County. The following prices being bid are firm and fixed for the term of the Contract:

NORTH SECTOR													
ENTER > ALL INCLUSIVE FIXED RATES													
GUARD	ESTIMATED		1 ST YEAR		2 ND YEAR		3 RD YEAR		OPTION YEAR 1		OPTION YEAR 2		SECTOR
ITEM	MONTHLY HOURS	ANNUAL HOURS	RATE	TOTAL	RATE	TOTAL	RATE	TOTAL	RATE	TOTAL	RATE	TOTAL	SUBTOTAL
ARMED	8,963	107,560	\$__	\$____	\$__	\$____	\$__	\$____	\$__	\$____	\$__	\$____	\$____
UNARMED	166	1,992	\$__	\$____	\$__	\$____	\$__	\$____	\$__	\$____	\$__	\$____	\$____
<u>SECURITY GUARD</u>	<u>913</u>	<u>10,955</u>											
SUPERVISOR	940	11,276	\$__	\$____	\$__	\$____	\$__	\$____	\$__	\$____	\$__	\$____	\$____
*POST COMMANDER(OH)													
*PROJECT MANAGER(OH)													
SUBTOTAL				\$____		\$____		\$____		\$____		\$____	\$____

*Over Head (OH): Required position, not billed to County.

NORTH SECTOR

OVERTIME/SPECIAL RATES (FILLS AUTOMATICALLY)

GUARD	ESTIMATED		1 st YEAR		2 nd YEAR		3 rd YEAR		OPTION YEAR 1		OPTION YEAR 2		SECTOR
	MONTHLY HOURS	ANNUAL HOURS	RATE	TOTAL	RATE	TOTAL	RATE	TOTAL	RATE	TOTAL	RATE	TOTAL	SUBTOTAL
ARMED	268	3,214	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
UNARMED	0	0	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SECURITY GUARD	27	324											
SUPERVISOR	0	0	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SUBTOTAL				\$		\$		\$		\$		\$	\$
GRAND TOTAL				\$		\$		\$		\$		\$	\$

THIS BID SHALL REMAIN A FIRM OFFER FOR 365 DAYS FOLLOWING THE LAST DAY TO SUBMIT PROPOSALS.

_____ Date _____
Signature of Authorized Agent

Typed Name of Authorized Agent

Firm Name

Firm Address

SOUTH SECTOR

ENTER > ALL INCLUSIVE FIXED RATES

GUARD	ESTIMATED		1 ST YEAR		2 ND YEAR		3 RD YEAR		OPTION YEAR 1		OPTION YEAR 2		SECTOR
ITEM	MONTHLY HOURS	ANNUAL HOURS	RATE	TOTAL	RATE	TOTAL	RATE	TOTAL	RATE	TOTAL	RATE	TOTAL	SUBTOTAL
ARMED	15,767 15,743	189,200 188,912	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
UNARMED	498	5,976	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SUPERVISOR	1,626 1,640	19,518 19,676	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
*POST COMMANDER(OH)													
*PROJECT MANAGER(OH)													
SUBTOTAL				\$		\$		\$		\$		\$	\$

*Over Head (OH): Required position, not billed to County.

SOUTH SECTOR

OVERTIME/SPECIAL RATES (FILLS AUTOMATICALLY)

GUARD	ESTIMATED		1 ST YEAR		2 ND YEAR		3 RD YEAR		OPTION YEAR 1		OPTION YEAR 2		SECTOR
ITEM	MONTHLY HOURS	ANNUAL HOURS	RATE	TOTAL	RATE	TOTAL	RATE	TOTAL	RATE	TOTAL	RATE	TOTAL	SUBTOTAL
ARMED	156 180	1,868 2,156	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
UNARMED	0	0	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
**SECURITY GUARD SUPERVISOR	16 2	187 29	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SUBTOTAL				\$		\$		\$		\$		\$	\$

GRAND TOTAL				\$		\$		\$		\$		\$	\$
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**Overtime rate for holidays. Please refer to Appendix A, Statement of Work, Subsection 4.5.

THIS BID SHALL REMAIN A FIRM OFFER FOR 365 DAYS FOLLOWING THE LAST DAY TO SUBMIT PROPOSALS.

Date _____

Signature of Authorized Agent

Typed Name of Authorized Agent

Firm Name

Firm Address

PART II

1. Addendum Three, Part II, Questions and Answers, responses to questions 20, 36, and 77, have been revised to read as follows:

Question 20: RFP, Subparagraph 7.9.10.3 (Page 40) mentions that utilizing at least one (1) supervisor per shift. Does it mean each office location need at least one (1) supervisor per shift? Will the supervisor rate apply for this position? Please clarify.

Answer: ~~With the exception of the Crossroads Campus, Location 17, each location will not have a dedicated Security Guard Supervisor stationed on-site; however, Each office location will be required to have at least one Program Supervisor per shift per zone; the Program Supervisor is not billable to the County. In addition, there is to be one (1) Security Guard Supervisor for every ten (10) Security Guards, billable under this contract in accordance with Exhibit D-11. These Supervisors will be expected to travel to different locations to perform their supervisory duties. The only Security Guard Supervisors billable under this Contract are the ones stationed at the Crossroads Campus.~~

Question 36: SOW, Paragraph 4.1.3, Supervision (Page 72): Are the supervisors required under the “1 supervisor for each 10 officers” billable to the County? If so, would the County please indicate the number of hours of supervision needed on form D-11? Same question regarding “program supervisors” for each zone (the positions that in addition to the 1/10 supervisor to officer ratio). Are these billable positions? If so, could the County please account for these positions as a separate line item on form D-11?

Answer: ~~The “Program Supervisors” and “Security Guard Supervisors” as specified in Paragraph 4.1.3, Supervision, are non-billable positions.~~

There is to be one (1) Security Guard Supervisor for every ten (10) Security Guards billable under this contract in accordance with Exhibit D-11. The hours for Security Guard Supervisor have been indicated in Exhibit D-11. Program Supervisors are required in addition to the one Security Guard Supervisor to Security Guard ratio. There is no required minimum number of hours for the Program Supervisors. Program Supervisors are not billable to the County.

Question 77: Please confirm whether the only billable Supervisor hours allowed are those at the Crossroads Campus. (Exhibit B-2 / page 138)

Answer: ~~Yes, the only billable Supervisor hours allowed are for those that are on-site at the Crossroads Campus.~~

Exhibit B-2 has been revised to reflect that there are no on-site Security Guard Supervisors at the Crossroads Campus. The only billable Security Guard Supervisor hours are the one (1) Security Guard Supervisor for every ten (10) Security Guards billable under this contract in accordance with Exhibit D-11.