



County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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July 20, 2020

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

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

This addendum revises the RFP timeline and deadline to submit proposals.

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

The Addendum will be posted on the following websites:

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

and

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

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

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

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

Addendum Two 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:

- Release of RFP on or about 6/24/2020
- Written Questions Due by 12:00 P.M (local time). 7/07/2020
- Request for a Solicitation Requirements Review Due 7/08/2020
- Mandatory WebEx Proposers' Conference.....7/09/2020
- Questions and Answers Released on or about ~~7/21/2020~~ 7/27/20
- Submission of Application for Exemption to
Living Wage Program ~~7/22/2020~~ 7/28/2020
- **Proposals Due by 12:00 P.M. (local time) ~~8/11/2020~~ 8/17/2020**

2. RFP Subsection 7.6, Submission of Application for Exemption to Living Wage Program, has been revised to read as follows:

7.6 Submission of Application for Exemption to Living Wage Program

If a proposer believes that it does not fall within the Living Wage Program's definition of Employer or that it meets the exception to the Living Wage Program, then the proposer must complete Exhibit D-17 (Application for Exemption), Appendix D (Required Forms), and submit to the County, by ~~July 22, 2020~~ July 28, 2020 including all necessary documentation to support the claim. Proposer will be notified on or about ~~August 12, 2020~~ August 19, 2020 of the County's decision.

3. RFP Subsection 7.12, Proposal Submission, Paragraph 7.12.1, has been revised to read 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 11, 2020~~ August 17, 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 11, 2020~~ August 17, 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.