



County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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June 6, 2025

ADDENDUM ONE
TO THE REQUEST FOR PROPOSALS
FOR SECURITY GUARD SERVICES
RFP CDD #25-01

This is Addendum One to the Security Guard Services Request for Proposals (RFP CDD #25-01), which was released on May 21, 2025.

Part I of this addendum contains portions of the RFP that have been revised. Part II of this addendum contains site visit locations, dates, times, addresses, and parking information.

The information contained in this Addendum One 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>

Hard copy and electronic proposals must be received by DPSS no later than 12:00 P.M. local time, July 21, 2025. No late proposals will be accepted.

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

ADDENDUM ONE

PART I

TO THE REQUEST FOR PROPOSALS FOR SECURITY GUARD SERVICES RFP CDD #25-01

Addendum One to the Request for Proposals CDD #25-01 shall cause the following revisions. **Double strikethroughs signify deletions and underline font signify additions.**

1. RFP Section 1.0, Solicitation Information and Minimum Mandatory Requirements, has been revised to read as follows:

| | |
|---|--|
| Request for Proposal (RFP) Release Date on or about | May 21, 2025 |
| RFP Contact | David Perez, ASM I SGS-RFP@dpss.lacounty.gov |
| Solicitation Requirements Review Request Due | June 5, 2025, by 5:00 p.m. |
| Written questions due | June 3, 2025, by 5:00 p.m. |
| Recommended deadline to register for Mandatory Virtual Proposer's Conference | June 5, 2025 |
| Mandatory Virtual Proposer's Conference | June 9, 2025, at 9:00 a.m. |
| Mandatory In-Person Site Visits | June 9, 2025, @ 2:30 p.m. June 10, 2025, @ 9:30 a.m., <u>10:30 a.m.</u> , and 3:00 p.m. |
| Questions and Answers Released via Addendum | On or about June 24, 2025 |
| Submission of Application for Exemption to Living Wage Program | June 26, 2025 |
| Proposals Submission Deadline Due (Hard copy and electronic copy) | July 7 <u>21</u> , 2025, by 12:00 p.m. (local time) |
| Anticipated Contract Term | *June 1, 2026 through June 30, 2029, plus two one-year option periods. |
| Minimum Mandatory Requirements | Refer to RFP Section 4.0, Minimum Mandatory Requirements, Subsection 4.1 through 4.11. |

* See paragraph 3.3.1 for additional details.

Proposers are advised that updates, including addenda, will be posted at the following County contracting website:

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

and at the following DPSS Contract Opportunities website:

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

2. RFP Section 4.0, Minimum Mandatory Requirements, Subsection 4.4, has been revised to read as follows:

- 4.4** Proposer must have at least one (1) assigned full-time Contractor Contract Manager, with a minimum of three (3) years' experience within the last five (5) years providing contract management services equivalent or substantially similar to those required in this RFP. Proposer must submit resume and include references that verify this experience for the proposed Contractor Contract Manager. The experience must be documented in Proposal, Section B.1. If the Contractor ~~Project Contract~~ Managers have not been hired or identified, Proposer must include the complete job specifications for the position.

3. RFP Section 4.0, Minimum Mandatory Requirements, Subsection 4.6, is deleted in its entirety and replaced as follows:

- 4.6** ~~Proposer must have at least one (1) assigned full-time Contractor facility security assessment personnel with a minimum of four (4) years' experience within the last five (5) years providing security assessments and providing written recommendations equivalent or substantially similar to those required in this RFP. Proposer must submit resume and include references that verify this experience for the proposed Contractor facility security assessment personnel. The experience must be documented in Proposal, Section B.1. If the Contractor facility security assessment personnel has not been hired or identified, Proposer must include the complete job specifications for the position.~~ Intentionally Omitted.

4. RFP Section 8.0, Business Proposal Requirements and Evaluation, Subsection 8.6, Business Proposal Requirements and Evaluation Criteria, Paragraph 8.6.5, Proposer's Management and Staff Qualifications (Proposal Section D), Subparagraph 8.6.5.1, A. Proposer's Management and Staff Qualifications, (4), is revised as follows:

- 4)** ~~Proposer must identify and provide resumes, at the time of proposal submission, of personnel who will conduct facility security assessments, incident specific facility security assessments and corresponding reports, as listed in SOW, paragraph 6.1.1.13. These personnel must have a minimum of four (4) years' experience conducting security assessments and providing written recommendations. A maximum of two (2) years of assessment experience can be substituted by one year of peace officer experience with a U.S. law enforcement agency. Include resumes with, at minimum, the criteria listed in this RFP paragraph 8.6.5 above.~~ Intentionally Omitted (Proposal Section D.1.4).

5. RFP Section 8.0, Business Proposal Requirements and Evaluation, Subsection 8.4, Mandatory Virtual Proposers' Conference and Mandatory In-person Site Visits, paragraph 8.4.4, has been revised as follows:

8.4.4 Site information for all Locations are provided in Appendix A, Sample Contract, Exhibit A-1, SOW Attachment 1, Locations and Addresses. DPSS has over 40 locations, however, mandatory group site visits will be conducted at ~~three (3)~~ four (4) specific locations. Details and maps will be provided in Addendum One. In addition, this same information will be provided at ~~At the conclusion of the Proposer's Conference. agencies will be provided with the names and locations of three (3) offices where Mandatory In-person Site Visits will take place.~~ The Mandatory In-person Site Visits will occur over a period of two (2) days as outlined in Section 1.0, Solicitation Information and Minimum Mandatory Requirements. One (1) site visit will take place directly after the Proposer's Conference and ~~two (2)~~ three (3) will take place the following day. All Proposers are required to have no more than two (2) representatives attend the site visits for the sector in which they are applying. The representative that attends the Proposer's Conference and the site visits does not need to be the same representative. If it is discovered that a proposer visited one or more of the Locations in this RFP on their own, the County, in its sole determination, may disqualify that agency's proposal from further consideration. ~~More detailed instructions will be provided at the end of the Proposer's Conference.~~ Failure to attend the mandatory site visit(s) for the sector in which the proposer is applying will result in automatic disqualification of the Proposer.

Proposers are responsible for ensuring that a Proposer's employee signs in and signs out with the designated DPSS representative(s) at each of the locations. The name of the designated DPSS representative(s) will be provided at the end of the Proposer's Conference. If a Proposer attends a site visit but does not sign in and out with the designated DPSS representative(s), the County reserves the right, at the County's discretion, to reject that agency's proposal.

6. Appendix B, Required Forms, Exhibit 6, Minimum Mandatory Requirements, No. 4, has been revised as follows:

| | | | |
|---|--|--------------------------|--------------------------|
| 4 | Proposer must have at least one (1) assigned full-time Contractor Contract Manager, with a minimum of three (3) years' experience within the last five (5) years providing contract management services equivalent or substantially similar to those required in this RFP. Proposer must submit resume and include references that verify this experience for the proposed Contractor Contract Manager. The experience must be documented in Proposal, Section B.1. If the Contractor Project <u>Contract</u> Managers have not been hired or identified, Proposer must include the complete job specifications for the position. | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--|--------------------------|--------------------------|

7. Appendix B, Required Forms, Exhibit 6, Minimum Mandatory Requirements, No. 6, has been revised to read as follows:

| | | | |
|---|--|--------------------------|--------------------------|
| 6 | Proposer must have at least one (1) assigned full-time Contractor facility security assessment personnel with a minimum of four (4) years' experience within the last five (5) years providing security assessments and providing written recommendations equivalent or substantially similar to those required in this RFP. Proposer must submit resume and include references that verify this experience for the proposed Contractor facility security assessment personnel. The experience must be documented in Proposal, Section B.1. If the Contractor facility security assessment personnel has not been hired or identified, Proposer must include the complete job specifications for the position <u>Intentionally Omitted.</u> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--|--------------------------|--------------------------|

8. Appendix B, Required Forms, Exhibit 6, has been revised. Please download and use the revised fillable form from the County Contracting Website and the DPSS Contracting Website listed in RFP, Section 1.0, Solicitation Information and Minimum Mandatory Requirements.

ADDENDUM ONE

PART II

TO THE REQUEST FOR PROPOSALS FOR SECURITY GUARD SERVICES RFP CDD #25-01

DPSS South Special District (Also Known As “Hughes Campus”)

1500 Hughes Way, Long Beach, CA. 90810

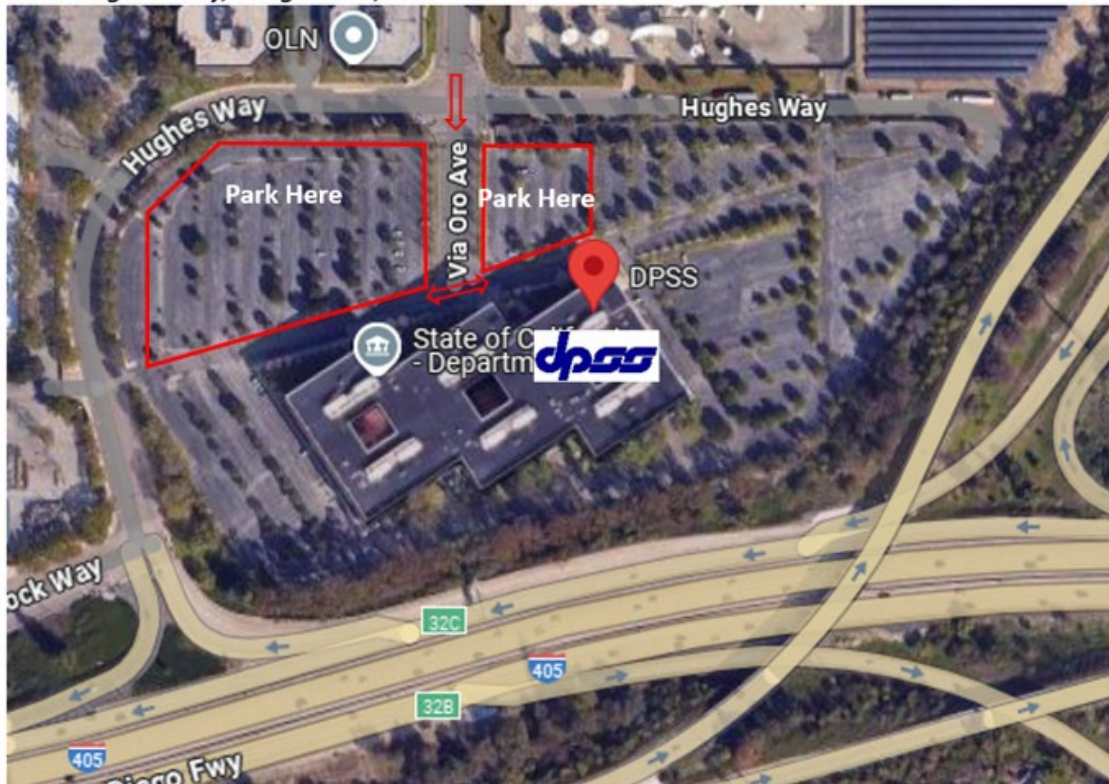
June 9, 2025, at 2:30 pm

Parking:

Members of the public attending this walkthrough will need to park in any of the available public parking areas throughout the complex. Walk over to the DPSS South Special office main entrance and let the guard know you're there to attend the security walkthrough.

See below map:

1500 Hughes Way, Long Beach, CA. 90810



DPSS Lancaster District

349 E. Avenue K-6, Lancaster, CA. 93535

June 10, 2025, at 9:30 am

Parking:

Members of the public attending this walkthrough can park in any available parking space other than where it states “DPSS Employee Only”. Walk over to the main entrance and let the guard know you’re there to attend the security walkthrough.

See below map.

349 E. Avenue K-6, Lancaster, CA. 93535



DPSS Lancaster GR District

337 E. Avenue K-10, Lancaster, CA 93535

June 10, 2025, at 10:30 am

Parking:

Members of the public attending this walkthrough will need to park in any of the available public parking areas on the main entrance side of the building, outlined below. Walk over to the DPSS main entrance and let the guard know you're there to attend the security walkthrough.

See below map:

337 E. Avenue K-10, Lancaster, CA 93535



DPSS Wilshire Special District

2415 W. Sixth St. Los Angeles, CA. 90057

June 10, 2025, at 3:00 PM

Parking:

Members of the public attending this walkthrough will need to Park in the supplemental parking structure located at 623 S. CARONDELET ST, LOS ANGELES, CA 90057. Park in the designated parking spaces marked “DPSS only”. From the structure, walk over to the DPSS Wilshire Special office main entrance and let the guard know you’re there to attend the security walkthrough. Please bring your parking ticket with you for validation at the office; otherwise, you will be required to pay a fee to exit the parking structure.

2415 W. Sixth St. Los Angeles, CA. 90057

