



TO: Proposers on RFP No.2017.259

FROM: City of Lynwood, Recreation and Community Services Department

SUBJECT: ADDENDUM 1 - Questions and Answers for above RFP

As stated in Section XIII, Proposal Inquiries regarding this RFP were required to be submitted via email before February 1, 2018 by noon PDT.

This addendum serves as official answers to the questions submitted over email and at the pre-conference meeting held on January 25, 2018.

Pre-proposal meeting questions, email questions, and city map locations are attached and included as part of this Addendum.

Please incorporate these clarifications and revisions into the RFP and propose accordingly. In the answers of these questions the City of Lynwood shall be noted as "City".

To ensure the integrity of the proposal process, a signed copy of this proposal addendum notice shall be included with your company's response to this document.

(Print Name)

(Date)

(Signature)

(Company Name)

Questions and Answers

- 1) Q: What exactly are you looking for in attachment G?
- A: **City has provided its current scheduling plan within the RFP. Proposers must propose their own plan, within the 293 hour limit.**
- 2) Q: Can you provide a dramatic example of an extreme case that guards have to deal with on patrol?
- A: **Because it is adjacent to a large Middle School and it is a major traveling point by High School students, Lynwood City Park periodically experiences student conflicts. Security patrols must be aware of these potential conflicts by coordinating with the school campus security.**
- 3) Q: Vendor stated that page 5 of the RFP does not list location of guards at parks and facilities.
- A: **Generally, guards conduct continuous patrols throughout all parks and facilities; unless specifically requested to be stationary at one location, as determined by periodic changes in patrol priorities.**
- 4) Q: What type of vehicle is available for use?
- A: **One (1) Compact Pickup Truck, two (2) Golf Carts, and one (1) Mountain Bike**
- 5) Q: Is it possible to attach additional documentation to proposals?
- A: **No. Proposers must follow the format outlined in the RFP Submittal Instructions on page 27 and 28.**
- 6) Q: Does a certain type of vehicle have to be used?
- A: **No. The City is not recommending a specific vehicle, but vehicles must be suitable for roving patrol and for the specific park facility they will be assigned to. The City reserves the right to reject or approve a vehicle used by Contractor.**
- 7) Q: Do you provide any walkie-talkies with repeaters?
- A: **No.**
- 8) Q: How do you determine which guard will handle a call, the closest one to the Incident?
- A: **City staff calls assigned shift supervisor who then determines who will respond to an incident.**

- 9) Q: Do you have a 24-hour dispatch center?
A: **No.**
- 10) Q: Is the Transit Center one of the facilities to be guarded?
A: **Yes, particularly during the periods immediately before/after school hours.**
- 11) Q: Who is the incumbent firm and how long was their term of services?
A: **The current provider is Professional Security Consultants and they have provided a term of service totaling eight (8) years and two (2) months.**
- 12) Q: Can you please provide the current billing rate?
A: **The current billing rate is \$17.85 for unarmed guard service and \$20. 30 for armed guard service.**
- 13) Q: Will a company marked vehicle be needed for this project? And if so, how many?
A: **Yes. One vehicle is needed at a minimum.**
- 14) Q: How many "alternative transportation" (bike, golf cart, etc.) are currently used at the moment?
A: **Two (2) golf carts and one (1) mountain bike.**
- 15) Q: What is the current cost of patrol unit?
A: **There is no separate cost for patrol unit. The hourly billing rate for guard service includes costs of all support equipment and vehicles. Please refer to Section VI. A, on page 9.**
- 16) Q: Can you please specify which sites will require a vehicle patrol?
A: **Please refer to, Pages 7 and 8, Section B through F.**
- 17) Q: What is the estimated mileage usage for the roving patrol officer for City Facility Parking Lots? Is there any other sites that will require an additional roving patrol officer? Will you please provide the estimated mileage usage for those sites as well?
A: **City does not track this mileage information. All service locations require visits by roving patrol daily. Estimated mileage information is not available.**
- 18) Q: Is there any preference towards a company who is certified as DBE, SBE, LBE, MBE, and/or WBE?
A: **No preference.**

- 19) Q: Is there a requirement for bid bond and/or performance bond?
- A: **No.**
- 20) Q: Would you please provide the exact number of guards needed at each site?
- A: **At minimum the City will require at least one (1) dedicated guard at the Yvonne-Burke Ham Park site and one (1) at the Lynwood City Park/Civic Center Complex. Please refer to Security Service Schedule on page 5. In addition, there is a submission requirement, Attachment G of the RFP is the Proposed Scheduling on page 44.**
- 21) Q: At the pre-proposal meeting, it was stated that these are not standing posts and guards will be moving around the locations. Can you please explain the process of how City of Lynwood will utilize the armed and unarmed guards we assign to this account based on security service schedule on page 5 of the RFP No. 2017.259?
- A: **Generally, an armed guard is assigned to drive from one park facility to another to conduct patrol checks and assist as needed and an unarmed is patrolling (non-vehicle) the dedicated locations (Yvonne-Burke Ham Park and Lynwood City/Civic Center Complex) that contain community centers and deliver program activities and services.**
- 22) Q: Can you please specify for each site, if the guards are armed or unarmed?
- A: **Please refer to answer in question number 21.**
- 23) Q: Is there any living wage or prevailing wage that applies to this project?
- A: **No.**
- 24) Q: In regards to Attachment B of the RFP, "Vendor Hourly Rates". Should the indirect labor cost and other cost be calculated weekly, monthly or annually?
- A: **Attachment D of the RFP is the Vendor Hourly Rates. City is not recommending any specific calculation on the indirect labor cost and other cost sections of the form. It is the Proposer's discretion to determine how the company derives its calculations of the items that comprise the sum of all the item's factors that lead to setting of the guard service rates.**
- 25) Q: In regards to the Pre-Proposal Meeting held on Thursday, January 25th, 2018 at 10:00 a.m. It states that bidders should have a representative at the meeting. For clarification purposes, does that mean that the meeting is mandatory?
- A: **No.**



AGENDA
PRE-PROPOSAL MEETING
Security Service
RFP NO. 2017.259
January 25, 2018 @ 10:00 A.M.
Bateman Hall (Room #2)
11331 Ernestine Avenue
Lynwood, CA

1. Call to order, and introduction of Staff
2. Overview by Mark Flores, Director of Recreation and Community Svcs.
3. RFP closing is February 22, 2018 by 3:00 p.m.

No late proposals will be accepted.
4. City Map
5. Questions from the floor
6. Adjournment

NOTE: The City understands that the proposers may have questions after the meeting. All questions must be in written form and received, via e-mail at mflores@lynwood.ca.us by **Thursday, February 1, 2018** addressed to Mark Flores, Director of Recreation and Community Services. Responses to your questions by email, and pre-proposal conference questions will be available on the city's website on **Wednesday, February 7, 2018.**

PARK MAP LEGEND

- A**
Lynwood City Park
11301 Bullis Road
- B**
Adolfo Medina Park
11915 State Street
- C**
Yvonne-Burke Ham Park
11832 Atlantic Avenue
- D**
Rosa Park
Flower Street & State Street
- E**
Carnation Park
Los Flores Boulevard
& State Street
- F**
Los Amigos Community Park
Approximate
3171 El Segundo Boulevard
- G**
Los Amigos Community Park
Approximate
3217 El Segundo Boulevard
- H**
Wilson School Park
3655 Lynwood Road
- I**
Camphor Tree Park
4015 Louis Street
- J**
Ricardo Lara Linear Park
Fernwood
(Between Birch Ave & Atlantic
- K**
Mark Twain School Park
4142 Carlin Avenue

