

RFP Addendum # 1
Request for Proposals for
Private Security Services
(Solicitation # 803015)

Date of Addendum # 1: Monday, September 21, 2009

The Request for Proposals (RFP) for the above named project is amended as noted in this Addendum. This Addendum consists of 3 pages plus a one-page attachment.

This Addendum makes certain corrections to the RFP (see Item 1 below), lists questions received and SHA's responses (see Item 2 below), and includes the names of those that attended the Pre-Submittal Meeting (see Item 3 below).

Item 1. Corrections to RFP document:

On page 3 of 12 of the Request for Proposals, under item numbered 1), in the bulleted item "Cost Proposal form", the attachment listed should be Attachment 5 instead of Attachment 4.

Due to an error in Attachment 5 – Cost Proposal to SHA's Private Security Services RFP (Solicitation # 803015), Attachment 5 is hereby replaced with the attached Revision 1 to Attachment 5 - Cost Proposal. (This revision is in response to Question 1 in Item 2 below.)

In Attachment 1 – Scope of Work – Private Security Services, any reference to Attachment B – SHA Properties is hereby replaced with Attachment 2 – SHA Properties, and any reference to Attachment D – SHA Holidays is hereby replaced with Attachment 4 – SHA Holiday Schedule for 2009 and 2010.

In Attachment 3 – Security Services Procedures for SHA Properties, page 3 of 9, under Lockout Service Procedure, subsection A., the reference to Attachment A – Scope of Work is hereby replaced with Attachment 1 – Scope of Work

Item 2. The following is a list of questions received prior to the deadline for questions, questions asked at the Pre-Submittal Meeting, and SHA's responses to those questions.

Question 1.

Attachment 5 shows only 4 Patrol Checks per month, but the attached schedule shows 62 stops/hits per week not including PorchLight. Please explain.

Response:

Correction to Attachment 5. For all of SHA's sites currently receiving Patrol Checks [N. Parking Lot at Sixth Avenue N. at Harrison St., Wakefield Building at 120 Sixth Avenue N, PorchLight Center at 907 N.W. Ballard Way, South Operations Facility at 7500 Detroit Avenue S. and Martin Luther King Central Maintenance Facility at 810 Martin Luther King Jr. Way S.], the average Patrol Check visit per month is 223. Based on security activities at each site, SHA would like to have the flexibility to adjust patrol visit frequency as needed.

Question 2.

How many patrol hits per day or week are you anticipating at the PorchLight Site?

Response:

There is one (1) Patrol Check at the PorchLight Site per week. At this time, the Patrol Check takes place on the weekend.

Question 3.

Are Burglar Alarm responses required at all the sites listed on Attachment 2 – SHA Properties?

Response:

No. Burglar Alarm responses are only required at the locations found on page 3 of 3 of Attachment 2 under Facility Properties, and only those that have “Yes” written in the last column.

Question 4.

Is there a response time for the Burglar Alarms?

Response:

Yes, as shown on page 2 of 4 of Attachment 1 – Scope of Work, under item 5), “Response shall be within 30 minutes of receiving dispatch from the alarm monitoring vendor.”

Question 5.

Is there an estimated annual budget amount for this work?

Response:

The estimated cost for these services is between \$175,000 and \$200,000 per year.

Question 6.

With reference with SHA’s standard contract, will SHA consider adding mutually acceptable language that permits either party to cancel the contract?

Response:

Any change to the standard contract language is negotiable with the selected consultant.

Question 7.

What are the current bill rates that SHA is currently paying for each component of this service—ongoing and intermittent guard service, monthly patrol service, lock-out service per visit or flat monthly rate, burglar response per visit or flat monthly rate?

Response:

SHA wants to know what you would charge for each of the services. They are listed on “Revision 1 to Attachment 5 - Cost Proposal” attached to this Addendum # 1. Each shows whether they are per hour or per visit.

Question 8.

Do you have a standard of how long you expect each of the 223 (changed from 4 in error at the pre-bid meeting) monthly patrol checks to last (duration on site each time)?

Response:

SHA would like each patrol check visit to take no less than 15 minutes.

Question 9.

Do you have a record of the duration of each of the estimated 18 per month lock-out visits?

Response:

Response shall be within 1 hour from receipt of the call from SHA’s answering service (See Attachment 1, page2, #4); however, the duration of each lock-out visit will vary depending on the dispatched patrol officer.

Question 10.

You state in page 2 of 4 in the *Scope of Work* that last year there were 20 afterhours burglar alarms, but in the Attachment 5-*Cost Proposal* you list only 1 per month. Which number—1 or 1.67--should the monthly cost estimate be based on?

Response:

The Cost Proposal asks you how much you charge per visit and then it has you multiply that by 18 visits which is closer to the average number of lockouts per year.

Question 11.

Do you have a preferred technology for reporting? Can daily reports be e-mailed?

Response:

Lockouts – SHA will provide the private security service contractor with a 3-part standard form that is completed for lockout service that requires the resident's signature. The original & manager's copy shall be mailed to SHA monthly along with invoices (See Attachment 3, page 3, Lockout Service Procedure #H).

Patrol and Guard Service – Incident Reports must be either left at the site and/or forwarded by mail or fax (See Attachment 3, page 4, The Incident Report #E). Email is also acceptable.

Question 12.

What is the current check point technology being used and are equivalent alternatives okay?

Response:

Patrol Officer will be required to submit a handwritten incident report for each visit that shall include site visited and time. Check Point Technology is not used at this time.

Question.

Are all communication devices to be provided by the contractor?

Response:

Yes. The Private Security Service is expected to furnish and maintain communication equipment. In cases where guard service is provided at a specific site, SHA's office telephone will be available at the site. See Attachment 1, page 2 – Performance Requirements and Standards, 6i.

Item 3. The following are the names of those attending the September 17, 2009 Pre-Submission Meeting for SHA's Private Security Services RFP (Solicitation # 803015):

- George Schaeffer from Puget Sound Security
- Alex Thompson from A&M Security, LLC
- Richard Baranowski from G4S Wackenhut
- Joseph Story from Global Security Force

Attachments to Addendum # 1:

- Revision 1 to Attachment 5 – Cost Proposal

END OF ADDENDUM # 1 TO RFP SOLICITATION # 803015

**REVISION 1 TO ATTACHMENT 5 - COST PROPOSAL
PRIVATE SECURITY SERVICES**

| Service | * All-Inclusive Rate | Unit of Measure | ** Estimated Number of Hours/Visits Per Month | Estimated Cost Per Month | Additional Cost Per Service (If Applicable) | | |
|---|----------------------|-----------------|---|--------------------------|---|---------------|--|
| | | | | | Holiday Rate | Overtime Rate | |
| Intermittent Security Guard Services | \$ _____ | Per Hour | x 93 Hours = | \$ _____ | \$ _____ | \$ _____ | |
| Patrol Checks | \$ _____ | Per Each Visit | x 223 Visits = | \$ _____ | \$ _____ | \$ _____ | |
| On-Going Security Guard Services - Jefferson Terrace | \$ _____ | Per Hour | x 480 Hours = | \$ _____ | \$ _____ | \$ _____ | |
| Lockout Service | \$ _____ | Per Each Visit | x 18 Visits = | \$ _____ | \$ _____ | \$ _____ | |
| Burglar Alarm Response | \$ _____ | Per Each Visit | x 1 Visit = | \$ _____ | \$ _____ | \$ _____ | |
| TOTAL ESTIMATED COST PER MONTH = (To be used for comparison only) | | | | | \$ _____ | | |

* All-Inclusive Hourly Rate includes base salary, overhead, fringe benefits and profit.

** Hours indicated are estimates only and are derived from average number of hours from previous contracts