



**SUBJECT:** Request for Competitive Sealed Proposals – Citywide Security Officer Services (RFCSP 20-047, RFX # 6100012520)  
Scheduled to Open: June 17, 2020; Date of Issue: May 1, 2020

**FROM:** Jorge Garcia, Procurement Manager

**DATE:** May 28, 2020

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS**

**THE ABOVE MENTIONED REQUEST FOR PROPOSAL IS HEREBY AMENDED AS FOLLOWS:**

- 1. MODIFIED:** Section 008 Submission of Proposals, Proposal Opening has been modified to:  
Join by phone: 1-415-655-0001  
Meeting number (access code): 289 671 748  
Meeting password: COSA
- 2. ADD:** Pre-Submittal Sign In Sheet, this document will be posted as a separate document.
- 3. ADD:** Economic Development Department SBEDA Presentation

**QUESTIONS SUBMITTED IN ACCORANCE WITH SECTION 006 PRE-SUBMITTAL CONFERENCE AND SECTION 009, SUBMISSION OF PROPOSALS, RESTRICTIONS ON COMMUNICATIONS**

**Question 1:** Do respondents have to be licensed to do business in Texas by the due date of the proposal response?

Response: It is not necessary or financially prudent for all firms to pay for the certificate until they establish a presence in each state. However, if the contract is awarded to them, then it is the firm's responsibility to reinstate their certificate. City contracts require that any vendor we do business with must comply with all federal, state and local laws.

**Question 2:** How do respondents attend the Pre-Submittal Conference via WebEx?

Response: Respondents can dial in to the pre-submittal conference via phone or computer.

**Question 3:** Who should respondents request public records from regarding the current contract (if applicable)? Will this be provided in Q&As or should this be sent to the City Clerk's office?

Response: A link is available to request open records at [www.sanantonio.gov](http://www.sanantonio.gov).

**Question 4:** When does the City anticipate services to begin?

Response: Upon award and approval from City Council.

**Question 5:** Is there a map or addresses available listing the 52 locations requiring security officer services?

Response: No, the City has only provided the estimated number of hours, not location sites.

**Question 6:** Does the City require vehicles including golf carts/bicycles/security vehicles?

Response: The City requires at least four vehicles.

**Question 7:** Are the City sites mobile patrol (use of vehicle), standing guard, or a mix of the two types?

Response: The types of coverage vary dependent upon the location.

**Question 8:** Will the City require commissioned or non-commissioned officers?

Response: The City will require both commissioned and non-commissioned security officers.

**Question 9:** What are the shift hours (i.e. Post #1 - Monday - Friday 6 AM to 2 PM, Post # 2 - Monday - Friday 2 PM to 10 PM)? Are any of the posts 24 hours per day?

Response: The post hours will vary per location.

**Question 10:** Do any of the posts require special training such as National Weapons Detection Program (NWDTP)?

Response: Please refer to RFCSP Section 004 Scope of Services.

**Question 11:** What is the Standard of Performance for each Post (i.e. Officers are required to visually inspect personal items entering the facility using the HI-SCAN 5030SI Security X-Ray machine or handheld scanners)?

Response: The duties will vary dependent on location of coverage.

**Question 12:** Are respondents required to conduct pre-employment Medical Screenings, Physical Ability Testing and/or Psychological testing?

Response: Please refer to RFCSP Section F of the Section 004 Scope of Services.

**Question 13:** Is there a standard on the pre-employment drug screening (i.e. 9 panel or 11 panel screening)?

Response: Please refer to RFCSP Section F of the Section 004 Scope of Services.

**Question 14:** If the positions are commissioned, which platform is the City using (i.e. 9mm or 40 caliber)? Are respondents required to qualify and/or carry long guns (i.e. 12 gauge or M4)?

Response: The commissioned security officers are required to carry handguns that they qualify with at range.

**Question 15:** Will the Officers be required to wear protective vests? If so, would they be level 4 or less?

Response: This will need to be a business decision.

**Question 16:** Is this solicitation Only for Veteran Businesses?

Response: No.

**Question 17:** What needs to be completed first, and how long do you expect each part of the project to take?

Response: Please refer to RFSCP Section 004 Scope of Services.

**Question 18:** What response do you expect if any part of the project needs to get adjusted along the way?

Response: Thorough communication between all parties.

**Question 19:** Can you provide an implementation plan, including a timeline, for the startup and transition process?

Response: We expect the implantation plan to go into effect day one of this agreement.

**Question 20:** How will the City monitor progress and performance on the account?

Response: Please refer to RFCSP Section B of the Section 004 Scope of Service.

**Question 21:** Does the City have a scale or grading tool to use to evaluate the RFCSP responses?

Response: Yes, please see Section 007 Proposal Requirements, Evaluation Criteria.

**Question 22:** What will happen to competitive responses once the proposals are submitted?

Response: The responses will be reviewed and evaluated.

**Question 23:** How long will it take for respondents to find out if they are moved to the next phase of the process, and will they get notified of any developments along the way?

Response: There is no timeframe currently. The responses will be reviewed and evaluated based on the listed criteria within the RFCSP.

**Question 24:** Who from the City reviews proposals, and how?

Response: The evaluation committee reviews and evaluates proposals. Committee members can be found on the advertising synopsis posted to the City's website [www.sanantonio.gov](http://www.sanantonio.gov).

**Question 25:** What policies does the City have regarding price volatility?

Response: All pricing shall be included in the respondent's price proposal. Any modifications thereafter would require a change order.

**Question 26:** Does the City have a list of sites which will require services?

Response: The sites will vary dependent upon coverage need. There are over 40 locations for approximately 7,000 hours of coverage.

**Question 27:** Does the City have an estimate for how many Security Officers they would like per site, and which sites would require armed, unarmed, vehicle patrol, entry point checks, CCTV monitoring, electronic surveillance implementation?

Response: The number of security officers per site will vary and the type of equipment utilized.

**Question 28:** Is there anything extra that the City would like implemented, such as PSD for High-Value Individuals, alarm monitoring, Investigation Services, tactical driving services, armored car services, etc.?

Response: Please refer to RFCSP Section 004 Scope of Services.

**Question 29:** Will the City require a formal letter of acceptance from respondents to the RFCSP?

Response: No formal letter of acceptance is not required to submit a proposal.

**Question 30:** Could the City please advise if this procurement is set aside for Veteran-Owned, or Woman-Owned small businesses, or any other socio-economic status businesses?

Response: The City applied the SBE Prime Contract Program at 15 pts, the MWBE Prime Contract Program at 5 points. Prime respondents have to be certified as a SBE from South Central Texas Regional Certification Agency AND be headquartered in San Antonio Metropolitan Statistical Area (SAMSA). No evaluation criteria points will be awarded to non-SBE or non-M/WBE Prime CONTRACTORS through subcontracting to other certified SBE or M/WBE firms. When the Prime is certified and is SBEDA eligible, points will be awarded for meeting the 51% scope of work requirement by adding up Prime and SBEDA eligible subcontractors' contribution to the entire contract value. Additionally, the MWBE Subcontracting program at 10% has been applied. The SBEDA requirements for respondents' and related attachments and are included within the RFCSP.

**Question 31:** Is Past Performance mandatory to be considered compliant?

Response: Yes.

**Question 32:** Can sub contractor's past performance count as relevant past performance?

Response: No.

**Question 33:** Is past performance able to be waived?

Response: No.

**Question 34:** When does the current contract expire?

Response: The current contract will expire September 30, 2020.

**Question 35:** What are the current bill rates for each category?

Response: The current bill rates are as follows:

Commissioned – Security Officer II = \$22.90 an hour

Non-Commissioned – Security Officer I = \$19.14 an hour

Access Control Officer – Security Officer I or II = \$25.31 an hour

Administrative Services Officer – Security Officer I or II = \$25.31 an hour

Alarm Monitoring Officer – Security Officer I or II = \$25.31 an hour

**Question 36:** Are any Bonds required?

Response: No.

**Question 37:** What are the locations across the CoSA that have security staffing and what are the security schedules at each location—total HPW at each location, schedules, type and total of officers per shift?

Response: The security officer types, hours of coverage and locations will vary. Total hours of coverage are approximately 7,000 hours per week.

**Question 38:** Can the City provide a holiday schedule of hours by officer type for each location.

Response: A City holiday schedule is available on City of San Antonio website. The type of security officers and hours of coverage will vary by site.

**Question 39:** What is the cost for a CJIS background check?

Response: Dependent upon the service provider you use for this requirement.

**Question 40:** Will CoSA organize and conduct site walk-throughs? If not, can we arrange site visits?

Response: Site visits will not be provided prior to award of this agreement.

**Question 41:** Does CoSA provide an office space for the Account Manager?

Response: The account manager will be required to work out of the City Office of Security Operations office at least twice a week, but City will not provide office space for account manager outside of this requirement.

**Question 42:** What equipment does CoSA provide and what equipment is the security vendor providing in support of this contract (two-way radios, radar guns, access control wands, etc)?

Response: Please see RFSCP Section 004 Scope of Services, Section A.

**Question 43:** What is the current daily schedule and route for patrols?

Response: Varies per location and we do not have any patrol routes.

**Question 44:** What is the estimated annual mileage per vehicle?

Response: Approximately 100 miles per day.

**Question 45:** What are the annual hours of Special Event Coverage for the past 5 years?

Response: The hours vary by special event type, but approximately 2-3% increase of coverage per year.

**Question 46:** What type of psychological testing is required?

Response: Psychological examination method should be reviewed by COSA contract manager prior to implementation.

**Question 47:** How are Security Daily Activity and Incident reports prepared and delivered to the CoSA—Handwritten, online reporting system, email?

Response: These reports are currently handwritten and turned into the account manager. A copy is also provided to city employee point of contact for the respective facility/location as requested.

**Question 48:** Is an electronic patrol verification system used currently or required?

Response: We currently do not have any patrols.

**Question 49:** The experience required for the positions as outlined under Background Requirements in Section E. Duties and Responsibilities differ from the requirements outlined in Section F. Personnel Requirements, Item f). Can the City confirm the minimum requirements?

Response: Refer to Section F Personnel Requirements.

**Question 50:** The RFCSP does not include a requirement for a bond. Can the City please confirm there are no bond requirements?

Response: There are no bond requirements for this solicitation.

**Question 51:** Section D. Recruitment and Selection, item 3., lists a valid Texas driver's license for each person assigned to CoSA. For non-driving posts, will the City accept a state-issued identification card in lieu of a driver's license?

Response: Yes, a state-issued identification card will be acceptable for non-driving posts.

**Question 52:** For the required uniforms outlined for Officer I, Officer II, Alarm Monitor, and Shift Supervisor in Section K.1.a), is the standard uniform the same across all locations and posts?

Response: The standard uniform for non-commissioned and commissioned security officers is the same for each security officer across all locations and posts. The approved uniform type for the Access Control, Alarm Monitor, and Administrative Services is the same across all locations and posts.

**Question 53:** The City contract covers a period of 3 years, with 2 optional years. As such, economies fluctuate, and other factors often come into play which can directly impact contractor costs. For example, changes in Federal, State or Local government minimum wage legislation. Would the City consider some remedies for this issue such as:

- A specified wage level for each officer position for year one of the contract?
- A specified source or method for cost-of-living adjustments in subsequent years?
- A calculation for additional sick time billing should San Antonio elect to pass the Sick and Safe Leave Ordinance?

Response: Typically, the negotiated bill rates are locked in for the initial term of the contract agreement (three years). We have utilized the renewal period of the contract as a means to ensure the bill rate is in line with the median wage rate for the industry. With regard to and Federal, State or Local government legislation mandating bill rate changes, the contract agreement will need to ensure it contains the necessary language to address such occurrences.

**Question 54:** Per Page 21 of 77 "Evaluation" section of the RFCSP, the City describes points awarded to vendors through the "SBE Prime Contract Program (15 Points)" and the "M/WBE Prime Contractor Program (5 Points)". The RFCSP States "No evaluation criteria points will be awarded to non-SBE or non-M/WBE Prime CONTRACTORS through subcontracting to certified SBE or M/WBE firms". Can the City please clarify the following:

- a) Is there a requirement for non-SBE or non-M/WBE prime contractors to subcontract a portion of this work to either an SBE or a M/WBE or both? If so what percentage?
- b) For non-SBE or non-M/WBE prime contractors to garner evaluation points for subcontracting to SBE or M/WBE partners, what percentage of the contract would need to be subcontracted?

Response:

a) Yes, there is a 10% M/WBE subcontracting requirement for this RFCSP.

b) No evaluation criteria points will be awarded to non-SBE and/or non-M/WBE Prime respondents through subcontracting to SBE or M/WBE firms.

**Question 55:** If we are teaming, do we need to submit a formal teaming agreement as part of our packet in addition to the already provided attachment in the solicitation?

Response: All service-related strategies shall be spelled out in the response to the RFCSP.

**Question 56:** Can a valid driver's license be used in lieu of a Texas driver's license? Asking from experience as an Army member who has a valid Virginia driver's license.

Response: A form of government ID is acceptable for initial security officer licensing purposes, but the individual will need a State of Texas Driver's License or Identification card within 30 days of post assignment.

**Question 57:** Is this a new contract requirement or a re-compete?

Response: The current contract is expiring later this year and state statute requires a competitive bidding process to award a new contract.

**Question 58:** Per Section 004 Scope of Services is it total HPW or three individual contracts of 7000 HPW?

Response: The RFCSP indicates approximately 7000 HPW.

**Question 59:** How many vehicles needed and how many golf carts, radios, and phones?

Response: Sufficient amount to service this contract.

**Question 60:** What constitutes an acceptable "medical/physical" exam?

Response: As long as the physical exam satisfies any State of Texas requirements and approved by City contract administrator.

**Question 61:** What constitutes a "routine" physical fitness program?

Response: A program approved by City contract manager.

**Question 62:** Does the CoSA provide the psychological exam or can they provide us guidance on what is an acceptable exam?

Response: We can review your planned psychological examination process and City approval will be required.

**Question 63:** The RFCSP states 28 hours of training per officer: 12 "basic" and 16 "site"; however, it also indicates "annual" training, but how many annual hours of training are required?

Response: At least 4 hours of annual training is required, but more can be added if approved by contract manager.

**Question 64:** In the RFCSP response section, the CoSA asks whether or not the vendor has been denied a performance bond or had one cancelled, but it does not specifically say that we need one. Is a PB needed and if so, what is the amount of the bond necessary for the contract and what are the terms of the bond?

Response: There are no bonds requirements for this solicitation.

**Question 65:** Is the required 5 years as a Business or does years of experience in the Business field combined with years in business qualify?

Response: Please refer to RFCSP Section 004 Scope of Services.

**Question 66:** Is there a Union and or Collective Bargaining Agreement in place?

Response: No.

**Question 67:** Per the Department of Labor wage rates, are respondents required to follow prevailing wage requirements?

Response: All planned performance and wage rate strategies shall be outline in the response to the RFCSP.

**Question 68:** Alarm Monitors are different from Security Officers, are respondents paying prevailing wage requirements to Department of Labor standards?

Response: All planned performance and wage rate strategies shall be outline in the response to the RFCSP.

**Question 69:** Per Page 19 (Proof of Insurability) – Will a current COI suffice, or do you require a letter from our broker?

Response: The City requests a current certificate of insurance and a letter from your firm's provider stating your firm can meet the necessary insurance requirements.

**Question 70:** Per Page 20 (Financial Info) what other financial information can respondents supply?

Response: Any financial information our firm is willing to provide will be used in evaluating your firm's financial risk and presented to the evaluation committee for review.

**Question 71:** Per Page 23 (Certified Vendor Registration) Can the City provide the form to complete vendor registration?

Response: Vendor registration can be found on [www.sanantonio.gov](http://www.sanantonio.gov) and can reach out to vendor support by emailing [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov).

**Question 72:** Per Page 59 (TX Secretary of State) Is this a 7-digit number or 10-digit?

Response: The filing number with the Texas Secretary of State is a 10-digit number specific to your firm's registration.

**Question 73:** Will the agency accept a MBE/SBE/DVBE reciprocity certification from an approved agency (i.e. Department of Transportation, Department of General Services, National Minority Supplier Development Council)?

Response: Certification from other agencies will **NOT** be accepted as at this time, City only accepts certifications from the South Central Texas Regional Certification Agency (SCTRCA.org). SBEDA eligibility is defined as:

1. Current certification from South Central Texas Regional Certification Agency (SCTRCA) as a small business enterprise (SBE)
2. Headquartered in one of the eight counties: Atascosa, Bexar, Bandera, Comal, Guadalupe, Kendall, Medina and Wilson (San Antonio Metropolitan Statistical Area) **OR** show significant business presence if located in San Antonio Metropolitan Statistical Area for at least 1 year (per response due date) **AND** have 20% of their total employees located in the branch location.

Please reach out to the SCTRCA to confirm if they can fast track the application based on any other current certifications. Call (210) 227-4722 or apply online at <https://sctrca.sctrca.org/>.

**Question 74:** Also, if a Prime is an actual MBE/Women Owned provider, can they fulfill their own Subcontracting requirement or will they have to reach out to another MBE/WOSB to fill this goal?

Response: Self-performance is **NOT** allowed and SBEDA eligible Prime respondents must subcontract the 10% M/WBE goal required for this solicitation.

**Question 75:** Does the RFCSP state any non-SBE and non-M/WBE firms will NOT receive any criteria points even if they are subcontracting with SBE or M/WBE firms? The 5 points and the 15 points will not be calculated into the final score for any non-SBE and M/WBE primes? Therefore PRIMES partnering with any SBE M/WBE firms on this solicitation (unless you are the PRIME and a certified SBE/M/WBE) will not gain any of the points mentioned above?

Response: As mentioned in the response for question 54. No evaluation criteria points will be awarded to non-SBE and/or non-M/WBE Prime respondents through subcontracting to SBE or M/WBE firms.

  
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Jorge Garcia  
Procurement Manager  
Finance Department – Purchasing Division

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