

City of San Antonio

ADDENDUM II

SUBJECT: Annual Contract for Alamodome Supplemental Event Public Safety Staff - Request for Competitive Sealed Proposals, (RFCSP 6100004781), Scheduled to Open: December 8, 2014; Date of Issue: November 7, 2014

FROM: Paul J. Calapa, Procurement Administrator

DATE: December 5, 2014

THIS NOTICE SHALL SERVE AS ADDENDUM NO. II - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSALS

THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

1. **THE RFCSP OPENING DATE IS HEREBY EXTENDED TO DECEMBER 12, 2014; 2:00 PM CENTRAL TIME.**
2. **Section 004 Specifications / Scope of Services, Specifications, Section 4.5 and 4.6 have been added:**
 - 4.5 **"ASSIGNED AREA**
 - 4.5.1 Contractor shall be required to maintain an on-site office for the Event Public Safety Manager. The following area (hereafter "Assigned Area") will be provided within the Facility: approximately 240 sq. ft. of office space for the Event Public Safety Manager located in the Security Services Offices. Contractor's Assigned Area is included and incorporated herein as Attachment P.
 - 4.5.2 Contractor is responsible for maintaining their Assigned Area in a continuous state of cleanliness and order that exemplifies Contractor's overall commitment to and delivery of quality Services to the more public areas of the Facility.
 - 4.5.3 Contractor is in non-exclusive possession of the Assigned Area. Upon termination of this Agreement, without regard to how such termination may be brought about (including default by any party), Contractor shall surrender and deliver peacefully the Assigned Area, and any City-provided supplies or equipment utilized to provide Services to City in the same condition as same were delivered to Contractor, reasonable wear and tear, alterations and improvements approved by City, and damages from fire and other casualty excepted, unless caused by Contractor. All improvements and alterations to Contractor's Assigned Area made by Contractor, and all permanently-affixed equipment installed by City or Contractor, shall be the property of City. Contractor shall not make any alterations or improvements without City's prior written consent.
 - 4.5.4 All keys issued to Contractor shall be maintained according to policies approved by City. Liability for lost keys and re-keying costs reasonably necessary for the security of the premises and other related expenses shall be the responsibility of Contractor in the event that Contractor is responsible for such lost or damaged keys.
 - 4.5.5 At the end of each day, Contractor shall clean and organize its Assigned Area and remove and properly store all equipment to the satisfaction of City.
 - 4.5.6 City, its designated officers, employees and agents shall at all times have the right to enter into the Assigned Area of the Facility to inspect same and the conduct of business by Contractor in the Facility. City shall not exercise such rights in a manner which would unreasonably interfere with the operation by Contractor of its business in the Facility. If Contractor fails to maintain the Assigned Area, as provided in this Agreement, and such failure continues after 3 days notice, City shall have the right to remedy such failure and any such maintenance, or custodial under such circumstances

shall be performed by others at Contractor's cost and expense. Contractor shall promptly reimburse City fully for any such expense upon demand.

- 4.5.7 City reserves the unrestricted right, at its expense, to relocate the Assigned Area if such relocation is, in City's sole discretion, desirable for the convenient operation of the Facility or any part thereof.
- 4.5.8 City shall furnish required utilities to the Contractor at existing outlets. Any modification to existing outlets for the Contractor's convenience shall be solely at the Contractor's expense. Prior written approval for any alteration shall be obtained from the City, who will arrange for the work to be performed and all associated costs will be borne by Contractor.
- 4.5.9 Contractor shall be provided one telephone line and one data line in its assigned office area at City cost to conduct local business via phone and computer related to the Agreement. City computer and telephone policy limits the use of City phone and data lines to City business. Contractor shall ensure that its employees observe this policy. Any and all costs associated with unauthorized telephone usage, which can be directly attributed to Contractor, shall be deducted from the Contractor's payments. Contractor shall be billed by City on a monthly basis for long distance and/or any other charges incurred which are non-standard for typical local service. Contractor has ten (10) business days from the receipt of said billing to remit payment to City. If Contractor fails to remit payment, City may deduct same from Contractor's payment for services hereunder.
- 4.6 All references in this RFCSP to Private Security Commission or Private Security Bureau mean the Texas Private Security Board established by the Texas Occupations Code, Chapter 1702."

3. Remove RFCSP Attachment B – Price Schedule and replace with RFCSP Attachment B – Price Schedule Rev. 1 dated 12/3/2014.

4. Add RFCSP Attachment P – Assigned Area.

Questions submitted in accordance with Section 003 – Restriction on Communications, written questions received by email. The City's official responses to questions asked are as follows:

Question 1: Is there a schedule of hours associated with the list of events so that we can determine the man power needed for each event?

Response: No, there is no schedule of hours for future events. The successful bidder should provide staffing recommendations for the approval of the City, based upon their experience. Refer to the chart in Section 4.1.1: Estimated annual staffing hours.

Position	Hours
Event Public Safety Manager	3,000
Event Security Supervisor	1,080
Event Security Officer	10,500
Usher	1,100

Question 2: The RFP references giving the vendor "enough" notice so that they can schedule for man power needs, how much advance notice will we be given to plan and staff the scheduled events?

Response: Events are placed on the Alamodome Event Calendar as soon as they are booked.

Question 3: The RFP requires that each officer must have a valid USA guard card on hand prior to being allowed on property to work since this process can take from 2 weeks to 2 months to get back from the state would our employees be eligible to work if they did not have their actual guard card, but all of the required documents have been sent to the State?

Response: The successful bidder must comply with the Texas Private Security Board rules and regulations.

Question 4: The RFP calls for Radio's and golf carts, what are the number of each that would be required for this work?

Response 4a: The number of radios provided by the contractor are determined by the successful bidder.

"4.1.7 City will provide a City radio for the Event Public Safety Manager. Contractor shall be responsible for supplying Event Public Safety Manager and all of its supervisors with handheld two-way radios (or a communications device determined by the City) for communication with their staff in a number sufficient for event staffing needs. Contractor shall procure a system that functions in the Facility and if requested by Facility Representative, provide to Facility staff separate radios to communicate with Contractor staff. Contractor's staff shall not utilize the same radio frequency as Facility staff when communicating amongst themselves."

Response 4b: The number of electric carts, Segways, etc., are solely determined by and are the responsibility of the contractor in providing an efficient and professional job. Approved by the City prior to purchase is required.

"4.2.5. The Contractor personnel may be required from time to time to operate electric carts, Segway's, elevators, escalators, electrical overhead doors and other equipment located within the Facility. Careless operation of this equipment could result in the person's immediate removal from the Facility by City until an investigation has been conducted. All Contractor personnel will receive training provided by Contractor prior to being permitted to operate such equipment."

Question 5: The RFP references an approved supervisor to employee ratio, is that ratio defined or left to the vendor to determine?

Response: Contractor should recommend the supervisor per employee ratio, subject to approval by the City.

"4.1.15. Event public safety staff includes the number of supervisors necessary to adequately monitor and assist non supervisory event security personnel. The contractor will provide the supervisor per employee ratio."

Question 6: The RFP calls for different uniforms for different postings as well as to differentiate chain of command and asks for photos of each, all uniforms must be approved by the state so would something like different colored lapel tabs work for this? If not we will need to know the number of different uniform schematics needed so we can get prior approval from the state.

Response: Uniform designs are to be submitted for approval by the City. The uniforms of the Event Public Safety Manager, Event Public Safety Supervisors, and Event Public Safety Officers must be different to differentiate job responsibilities, chain of command and for easy identification purposes.

"4.1.16. Event public safety staff must wear a distinct uniform as approved by the Facility. The uniform must reflect a professional image. Event public safety staff must wear a service cap at all times while conducting screenings. The uniforms of the Event Public Safety Manager, Event Public Safety Supervisors, and Event Public Safety Officers must be different to differentiate job responsibilities, chain of command and for easy identification purposes. The cost of the uniforms will be the responsibility of the Contractor."

Question 7: The RFCSP says that transportation and parking is not billable, but then later in the document it references an employee parking area, will there be free onsite parking for the officers working the events?

Response: No, there will not be free on-site parking for the officers working the events.

"4.1.19. The Contractor will submit invoices for actual time worked. Verification will be made available upon request. Invoices for payment will be submitted to the City within three business days of service being provided. Transportation and parking expenses are not billable to the City."

CONTRACTOR SITE RULES- Contractor Parking: Parking is available for company vehicles in designated parking areas upon availability. Contractors arriving on site must have prior approval and parking permits. Temporary parking Passes may be requested from the Maintenance

Manager. Parking in fire lanes and other areas marked "No Parking" may result in vehicles being towed.

Question 8: The RFCSP calls for all officers must have (16) hours of OJT with direct oversight supervision prior to be allowed to work any position by themselves, could this be done off site, in group training sessions and is there a specific 16 hour curriculum required? Much of the training referenced is already captured through our initial training or contained within our Learning Management System (LMS)?

Response: The Site Orientation training may be conducted at the Alamodome if available..

"4.2.10. Pre-assignment Site Orientation – Event Public Safety staff will not be allowed to perform in a regularly scheduled position without a minimum of sixteen (16) hours of direct supervision and instruction on any post. A supervisor or the Event Public Safety Manager must evaluate the performance of any event public safety staff to certify suitability for assignment prior to the event public safety staff commencing regular, scheduled work."

Question 9: The RFCSP references there will be times we will be required to provide additional personnel to act as ushers as needed how often does this occur, what would be the additional head count requirement and would these individuals be required to meet all of the licensing requirements that the security officers have to meet?

Response: This section identifies event security personnel on an as needed basis to work as ushers. Refer to the chart: Estimated annual staffing hours.

"4.2.12. The Contractor will provide event security personnel on an as needed basis to work as ushers for Facility events in which the need exists. The Facility has dedicated personnel to perform ushering, but there have been certain situations in which having additional personnel available would have been preferred."

Question 10: The RFCSP requires a performance bond requirement equally the annual amount of the contract, without knowing the actual hours of coverage there is no way to determine an annual value to associate with the Bond Requirement.

Response: The estimated number of annual man-hours are included in the RFCSP Attachment B – Price Schedule. The Performance Bond amount will depend on the vendors' response to the Price Schedule.

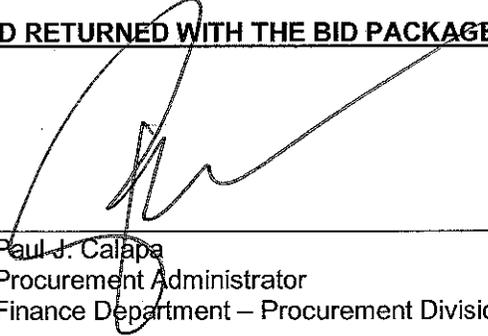
Question 11: What percentage of the incumbent staff would be able to be retained, and do they currently meet all of the hiring criteria set forth in the RFP documents?

Response: There is currently no incumbent staff.

Question 12: If space were needed to conduct a "mass hiring" for a large event would there be space available at the location to conduct an event such as this?

Response: No, space would not be available for this purpose.

****THIS ADDENDUM SHALL BE SIGNED AND RETURNED WITH THE BID PACKAGE****



Paul J. Calapa
Procurement Administrator
Finance Department – Procurement Division

Date _____

Company Name _____

Address _____

City/State/Zip Code _____

Signature _____