



Peralta Community College District

501 5th Avenue Oakland, California 94606

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Purchasing Department

ADDENDA

RFP No.: 16-17/21 District-Wide Security Guard Services

April 19, 2017

ADDENDUM No. 1

This addendum supersedes items of the original contract documents wherein it is inconsistent with it. All other conditions remain unchanged. The following changes, modifications, corrections, additions or clarifications shall apply to the contract documents and shall be made a part of and subject to all of the requirements thereof as if originally specified or shown. It is the responsibility of the bidder to review the list of attachments to ensure that the addendum is full and complete. This Addendum modifies the original Bid Documents for the above Bid.

Acknowledge receipt of this addendum in the space provided on the BID FORM. Failure to do so may subject Bidder to disqualification.

Extension

Bid Dates will be extended as follows;

- Original Proposal Due Date of April 21, 2017 at 1:00 P.M. has been extended to **April 28, 2017 at 1:00 P.M.**
- Original Question/RFI Due Date of April 18, 2017 has been extended to **April 25, 2017 at 4:00 P.M.**
- Original Response Date of April 19, 2017 has been extended to **April 26, 2017 at 1:00 P.M.**

There will be another Mandatory Pre-Bid Meeting on **April 24, 2017 at 11 A.M.** at The Department of General Services Conference No.3 (NOTE: This is non-mandatory for those vendors that already attended the First Pre-Bid Meeting on April 17, 2017.)

Revisions:

1.Scope of Work, B. Award and Length of Contract, Attachment 10

- The Board of Trustees shall not be bound to accept the lowest-quote fee, rather, award will be made base on Best Value. The Board will award a three-year contract effective on July 01, 2017 through June 30, 2020. PCCD will have the option to renew for additional two (2) years, for a total Not-To -Exceed 5 years.

2.Scope of Work, C. Award of Contract, Attachment 10

- The recommendation to award the contract will be presented to the Peralta Community College District Board of Trustees at their regular meeting scheduled on **June 13, 2017.**

The following questions were submitted to District RFP No. 16-17/21

1. Do we have to include a table that shows maximum fees?

Answer: No. The District is interested in your total annual fees to implement this contract. Vendors must show the total amount for their service at the end of each Fiscal Year. Award will be made base on Best Value, meaning that Price is only a component of award criteria.

2. The Overtime and holiday section has only one row but there are Security officer, site supervisor, night-shift differential and rover supervisor categories. Do we have to create a row for each category?

Answer: Yes

3. Is there a possibility of extending the due date by one more week?

Answer: Yes, The new Due Date is April 28, 2017 at 1:00 P.M.

4. What is the current bill rate per classification

Answer: Information not available.

5. Can you please provide a seniority list or guards and their pay rates and amount of vacation? This is so that we can figure in the cost of retaining the incumbent seniority staff and thus be able to provide PCCD with correct pricing that will have such cost included.

Answer: Current contract take an average of their fees as the basis of the annual charges.

6. If awarded contract do we have to adhere to seniority pay rates and vacation for incumbent staff transferring over to awarded contractor?

Answer: The District wants your company to quote, unit prices and total cost on an annual fees and not broken down in the manner described. That is your operational purview. For example, if during the 2017/2018 Fiscal Year your total estimate charge/fee is \$200,000, it is expected that all your seniority, vacations and roving supervisor fees is calculated to be the sum of that \$200,000. The District wants the Final Cost.

7. If awarded contract do we have to retain any of the incumbent staff?

Answer: No, you are not obligated.

8. What is the exact schedule(s) required for Security for the 14 Holiday coverage that would be additional to the normal Security Professional coverage listed in the scope?

Answer: The schedule will be 24 hours coverage for Laney College ONLY. Merritt College and College of Alameda schedule will be from 7:0 A.M. until 11:00 P.M. (See Scope of Work)

End of Addendum One

SECURITY PERSONNEL WILL BE RESPONSIBLE FOR:

1. Ensuring main doors are opened and disarmed.
 2. Classrooms are opened as needed.
 3. Providing access to equipment as requested.
 4. Providing Student/Visitor Information.
 5. Patrolling Building.
 6. Providing escort service to parking lot as needed.
 7. Shall wear uniforms provided by the security company.
 8. Shall maintain log and report all criminal activity to the appropriate law enforcement agencies.
 9. Shall be solely responsible for providing training in the appropriate response to unsafe conditions, emergency situations and/or criminal activity.
 10. Shall be solely responsible for securing the building in the event of damage and destruction, such as broken windows. The security company will provide security services until an administrator/designee arrives to secure property.
2. AWARD OF CONTRACT

A. A formal purchase order will be executed between parties before commencement of performance. Contracts will be awarded upon the following conditions:

1) Cost Covered by Contract Price

The Security Company will furnish all the materials; equipment, labor and supervision needed to fulfill the contract

2) Termination

PCCD reserves the right to terminate the contract with 30 day written notification if it deems the successful Security Company is not performing the work to their satisfaction. In the event of such termination, PCCD will arrange for the completion of the work in such a manner, as it may deem necessary. The successful Security Company will provide PCCD with a 30 day written notification before terminating their contract.

3) Changes

PCCD reserves the right, at any time upon written notice, to make changes in the specifications governing the contract. Any resulting increase or decrease in costs will be adjusted by mutual agreement between the Security Company and PCCD.

B. *Award and Length of Contract*

The Board of Trustees shall not be bound to accept the lowest-quote fee, rather award will be made base on Best Value. The Board will award a three-year contract effective on July 01, 2017 through June 30, 2020. PCCD will have the option to renew for additional two (2) years, for a total not-to-exceed 5 years.

C. Award of Contract

The recommendation to award the contract will be presented to the Peralta Community College District Board of Trustees at their regular meeting scheduled on **June 13, 2017**.

3. BIDDERS' RESPONSIBILITIES

A. In connection with the security service, the successful bidder will be responsible for the following:

1) PERMITS, FRANCHISES, LICENSES OR OTHER LAWFUL AUTHORITY

The successful bidder, at his own expense, is to obtain and maintain any necessary permits, franchises, licenses or other lawful authority required for affecting the services to be performed under this contract.

4. UNION JURISDICTION AND TRADES HARMONY

A. The successful bidder will acquaint him with the premises in relation to the use of trades to insure there are no jurisdiction dispute and/or work stoppage. The successful bidder will guarantee work will be complete despite union/trades disputes within his own company.

5. INDEMNITY AGREEMENT

A. The successful bidder agrees to and does hereby indemnify, save and hold harmless owner, its officers, directors, employees, agents, successors and assignee from and against any and all claims, liabilities, injuries, damages, lawsuits, cost or expenses (including reasonable attorney's fees), of whatever kind and nature, whether for death, personal injury, property damage or otherwise, arising out of or by omission of the contractor, its subcontractors or the officers, employees or agents of either or any of them. Owner will have the right to defend its own interest in connection with any such claims, liabilities, injuries, damages, lawsuits, costs, or expenses and election of owner so to defend its own interest will in no way relieve contractors of its obligations under this paragraph.

Without limiting foregoing obligations of contractor, it is understood that foregoing paragraphs will not be effective to relieve owner of liability arising solely out of its negligence or that of its officers, employees or agents.

6. BASIS FOR AWARD

The criteria used to evaluate this proposal are as follows:

Weighted Criteria

- 1. Price.....60%
- 2. Experience & Qualifications.....20%
- 3. Equipment & Manpower Resources5%