

QUESTIONS and RESPONSES

Solicitations for Unarmed Security Guard Services

RFP 2016-03 Rancho Cordova
RFP 2016-04 Exposition Headquarters
RFP 2016-05 Fresno

QUESTIONS	RESPONSES
1. Who is the incumbent?	1. Hylton Security, Inc.
2. Is this a union contract? If so, please provide master agreement.	2. The current contract is not pursuant to a master service agreement or through a union. There is no contractual provision that guards belong, or not belong, to a union.
3. What was the total hours billed for year 2015 for each location? Fresno, Rancho Cordova and Headquarters.	3. Budget is not tracked by calendar year. For the 15/16 fiscal year from July 1, 2015, through June 30, 2016, it is estimated that the following hours were billed for each location: Exposition: 6,055 Rancho Cordova Service Center: 4,470 Fresno Service Center: 6,878 However, during this fiscal year, only two (2) guards were at Rancho Cordova Service Center.

<p>4. In regards to staffing during open enrollment, will the requested 3 additional guards be in addition to the regular scheduled guard, thus totaling 4 guards during open enrollment?</p>	<p>4. Please see the Model Contract, Exhibit A, Item D, for more information on the needed shifts. The number of guards does not change. It is always 3, unless an additional guard is requested through the work order process.</p> <p>During open enrollment, there can be changes to shifts where guards could stay past midnight on a Saturday and/or hours needed for Sunday and State holidays.</p>
<p>5. Sacramento HQ: for the 8:00 a.m. to 5:00 p.m. hours, will it be a 1-hour unpaid lunch or will it be relieved by the overlapping guards.</p>	<p>5. There is no shift at Exposition for 8:00 a.m. to 5:00 p.m. Please see the Model Contract, Exhibit A, Item D, for more information on the needed shifts.</p> <p>If the Contractor is required to provide a 1-hour unpaid lunch during the 8 hour shift, that lunch must be during the time where there is an overlapping guard on duty. This would make the billable hours 7 and not 8 per the schedules.</p>
<p>6. On exhibit A, B, C and D upper left corner agreement number, is this the RFP number?</p>	<p>6. “[number]” is a placeholder for the number that will be assigned the contracts. It will not be the RFP number.</p>
<p>7. Page 19, section 4.2.1, states attachment 1 “Proposal cover page,” the attachment I have downloaded is the proposal check list. Is the proposal cover page and the check list the same form?</p>	<p>7. Yes, the cover page is the check list. We apologize for the lack of clarity.</p>
<p>8. Please confirm if the incumbent security officers are represented by a collective bargaining agreement? If so, would the Exchange please identify which union?</p>	<p>8. See answer to (2), above.</p>

<p>9. Please provide the current contract officer schedule?</p>	<p>9. Current contract shifts include:</p> <p>Expo: One (1) guard from 6:00 am – 2:00 pm, One (1) Guard from 9:00 am – 5:00 pm, One (1) Guard from 2:00 pm – 10:00 pm</p> <p>Rancho Cordova Service Center: One (1) Guard from 6:00 am – 2:30 pm, One (1) Guard from 2:30 pm – 10:00 pm</p> <p>Fresno Service Center: One (1) Guard from 6:30 am – 3:00 pm, One (1) Guard from 3:00 pm – 10:30 pm</p> <p>Work orders have changed these to:</p> <p>Expo: Guard One 6:30am – 2:30pm, Guard Two 7:30am – 3:30pm, Guard Three 2:00pm – 10:00pm</p> <p>Fresno: Guard One: 6:00am – 2:00pm, Guard Two 9:00am – 5:00pm, Guard Three 2:00pm – 10:00pm</p> <p>Rancho: Guard One: 6:00am – 1:30pm, Guard Two: 1:30pm – 9:00pm</p>
<p>10. Please confirm/disclose the officers' current rate of pay under the existing contract?</p>	<p>10. This information is confidential pursuant to the Exchange's statutory exemption. Please submit a Public Records Act Request to PRA@covered.ca.gov</p>
<p>11. Please confirm who the current contract security provider is?</p>	<p>11. See answer to (1), above.</p>

<p>12. Retention of current employees: is it the desire of the Exchange for proposing vendors to retain any current employees (officers or supervisor) serving facilities under the current contract?</p> <p>If so, please provide incumbent wage and tenure information so that all proposing vendors can account for the costs associated with retaining these individual associated with their tenure at the facilities (for vacation benefit tiers) and wages?</p>	<p>12. The Exchange is happy with current employee performance.</p> <p>See answer to (10), above.</p>
<p>13. On page 4 of the RFP under section 1.4 Contract Amount: please clarify if the “not to exceed” amount is for a calendar year or the initial 9 month term of service?</p> <p>Additionally, for the extension years, please clarify if the “not to exceed” contract amounts are for a calendar year or for 9 month terms?</p>	<p>13. The term of the initial contract is for 9 months. The amount in first paragraph of sec. 1.4 is for this term. The contract can be renewed for an additional two years. The funding breakdown in second paragraph is for the second and third years, respectively. These are state fiscal years, June 30 to July 1.</p>
<p>14. Please specify if handcuffs are a requirements of this contract?</p> <p>If yes, specify that a proper certification program must be offered to officers servicing this contract (such as PATH handcuff certification)?</p>	<p>14. See Model Contract, Exhibit A, Attachment 1, Item J, that answers this question.</p>

15. Training: to ensure the appropriate amount of “General Site Training” is provided to each officers, please specify the training hours required for each location for a new officer?

a. Can this training be conducted on post (during billable hours)?

b. Please provide the hours required for the completion of this training?

c. Please clarify what training is required of officer “pre-assignment” and what must be conducted within a specific timeline after the officer is assigned?

d. Please clarify what training can be conducted while on post during billable hours and what training needs to be the financial responsibility of the proposing supplier?

15. Exchange interprets General Site Training to mean training incumbent guards on the P.O.S.T. orders for each location. This training will be provided by Exchange during billable hours.

However, guards need to come with training as identified in the Model Contract, Exhibit A, Attachment 1, Items A and C, already in place.

a. No, if the question is referring to training as identified in the Model Contract, Exhibit A, Attachment 1, Items A and C. Yes, if the question is referring to training guards on the P.O.S.T. orders for each location.

b. There are no specified hours for training as identified in the Model Contract, Exhibit A, Attachment 1, Items A and C. Certifications must be provided to Exchange. For P.O.S.T. orders, this training will take up most of the first week’s shift and will be part of normal duties that week.

c. Guards need to come with training as identified in the Model Contract, Exhibit A, Attachment 1, Items A and C.

d. See item (15)(a), above

<p>16. Page 2 of Exhibit A, Attachment 1, section C.4, states that “The Exchange may require assigned guards to be trained on all matters it deems necessary or appropriate including, but not limited to State policy regarding drug awareness, sexual harassment, workplace violence, discrimination, and prohibition of the use of the Exchange’s equipment.”</p> <p>Is this training conducted on post? If not, are these additional trainings billable?</p>	<p>16. Yes</p>
<p>17. The RFPs do not specify if Health & Welfare is to be included in the bill rate, or billed direct. Please specify.</p>	<p>17. Only hourly rates will be reimbursed. Hourly rates need to include all costs.</p>
<p>18. Is a USB drive in lieu of a CD-ROM acceptable?</p>	<p>18. Our Chief Technology Officer will allow CD-ROM <u>only</u>. Any other medium will <u>not</u> be accepted.</p>