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September 13, 2023

**ADDENDUM NUMBER 1  
TO  
INVITATION FOR BIDS (IFB) NO. IFB 2023-007-ARP  
FOR  
ARP AS-NEEDED SECURITY GUARD SERVICES**

On August 30, 2023, the County of Los Angeles (County) Department of Public Health (Public Health) released an Invitation for Bids (IFB) for ARP As-Needed Security Guard Services.

The addendum consists of two parts as outlined below:

- **PART 1 – MODIFICATIONS TO IFB**
- **PART 2 – RESPONSES TO APPLICANTS’ QUESTIONS**

**PART 1 – MODIFICATIONS TO IFB**

Pursuant to IFB, Section 4.1, County Rights & Responsibilities, County’s Right to Amend IFB, the County has the right to amend the IFB by written addendum. This Addendum Number 1 amends this IFB as indicated below (new or revised IFB language in red text and deleted language is ~~struck through~~ for easy reference):

IFB, Appendix A, Sample Contract, Section 12.A is hereby amended as follows to reflect revisions made to insurance coverage requirements:

**“12. INSURANCE COVERAGE REQUIREMENTS:**

- A. Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form "CG 00 01"), naming County and its Agents as an additional insured, with limits of not less than the following:

General Aggregate:	<del>\$4</del> \$2 Million for Unarmed, <del>\$10</del> \$5 Million for Armed
Products/Completed Operations Aggregate:	\$1 Million
Personal and Advertising Injury:	\$1 Million
Each Occurrence:	\$2 Million for Unarmed <del>\$20</del> \$5 Million for Armed

The policy must also provide liability coverage for Assault and Battery, as well as Errors and Omissions; Punitive Damages coverage may be provided under the terms of a separate Errors

and Omissions (Professional) Liability policy. If Contractor's operations will include use of firearms and/or animals, then firearms and/or animal-related liability must also be covered."

## **RESPONSES TO APPLICANT'S QUESTIONS**

Pursuant to IFB Section 7.4, Bidders' Questions, answers to questions received by the September 6, 2023 deadline are being issued as part of this Addendum. Proposers are advised that the County reserves the right to group similar questions when providing answers.

### **IFB, Section 2, General Information**

#### **Subsection, 2.2, Funding for As Needed Security Guard Services**

- Q1. Would multiple vendors be selected for this IFB?  
A1. Refer to Section 2.2, "Funding for As Needed Security Guard Services" of the IFB for information on the number of contracts being awarded through this IFB.

#### **Subsection, 2.6, Contract Rates**

- Q2. Is this contract subject to the Los Angeles County living wage? If so can County provide the current guidelines for meeting the living wage standards including the current living wage levels?  
A2. No, the living wage ordinance does not apply for this contract, in that these services are provided on a part-time or intermittent basis.
- Q3. If the contract is not subject to the Los Angeles County living wage, are there any other wage markers or minimum wage levels that contractors would have to meet as a result of providing services at any of the locations? In other words if the sites are located at various locations throughout the County, are there any City or local wage requirements that contractors will have to meet due to providing services at these specific locations? This is why it is very important that County provide locations where services will be provided so that contractors can account for any specific local requirements.  
A3. As required by law, Bidders must meet all local, county, and State minimum wage requirements. Also, see Answer A2 and A7. It is each Bidder's responsibility to be aware of and comply with additional wage laws in the locations where services are provided.

### **IFB, Section 5, Notification to Bidders**

#### **Subsection 5.21, Community Business Enterprise (CBE) Participation**

- Q4. The IFB notes that proposer must show "good faith effort" under 5.21 on page 14 to utilize CBE's. Is there a 25% CBE goal for this solicitation that proposers are expected to either meet or show good faith effort that they solicited CBEs? If so, how are we to show "good faith effort"?
- A4. Pursuant to 5.21, "The County has established a collective 25% participation goal for CBE certified firms, calculated on the eligible procurement dollars." This is a County goal. "All Bidders must document good faith efforts they have taken to assure that CBEs are utilized when possible, to provide supplies, equipment, technical services, and other services under any contract awarded pursuant to this solicitation." There is no formal way in which to document good faith efforts. The County asks that, when possible, bidders utilize CBEs.

## **IFB, Section 8, Selection Review Process**

### **Subsections 8.1, Review Process and 8.2, Adherence to Minimum Requirements**

- Q5. Please provide the evaluation criteria for this IFB.  
A5. Refer to Section 8 of the IFB, Selection Review Process.

## **IFB, Appendix A, Sample Contract**

### **Exhibits A-1 and A-2, Statements of Work**

- Q6. Could you specify the locations of services for this IFB?  
A6. See IFB, Appendix A, Sample Contract Exhibits A-1 and A-2, Statements of Work, Sections 1.0 "Summary" for descriptions of possible facilities and settings where services may be provided. Locations can be located throughout Los Angeles County. The current location of Public Health's Quarantine Isolation site is listed in Exhibit A-1, Attachment A.
- Q7. If the County requires services for Homeless Shelters or Homeless Encampments on an as-needed basis, can these duties be regulated to access control and exterior site foot patrols?  
A7. No, duties at Homeless Shelters and Homeless Encampments cannot be regulated to access control and exterior foot patrol. Security Guards may be asked to accompany staff into shelters and encampments if needed.
- Q8. Please clarify whether it is permissible for security officers to be compensated by the County for arriving 10 minutes prior to their scheduled shift?  
A8. Appendix A, Sample Contract, Exhibit A-1, Attachment A states that, "All guards should be punctual (10 minutes early). This is merely a suggested time to arrive to make sure guards are on time for their shift and not a requirement. Security Guards are expected to arrive on time for their scheduled shift and will be paid for hours worked, beginning at their shift start time.
- Q9. Exhibit A-2 As-Needed Security Guard Services – Armed Statement of Work Section 3.2.14 (d) states that armed officers need to have a Peace Officer Standards and Training (POST) certificate. Can the County clarify what POST certification courses are required?  
A9. A POST Basic Certificate is required for Armed Security Guards. More information regarding POST training can be found at: <https://post.ca.gov/POST-Professional-Certificates>

### **Subsection 12.A, General Insurance Requirements**

- Q10. \$20,000,000 in insurance coverage for an armed account that only covers 72 hours per week in service hours is very high, and potentially a limit which would be very difficult or cost prohibitive for a CBE or any contractor for that matter to carry. As the County clearly indicates in the RFP it's desire for increased CBE and other Disadvantaged Business participation in County contracts, would the County consider lowering the \$20,000,000 coverage to something that would enable and incentivize more CBE and DBE enterprise participation?

A10. Please see amended IFB, Appendix A, Sample Contract Section 12.A, General Insurance Requirements, in Part 1 of this Addendum.

**IFB, Appendix C, Required Forms**

**Exhibits 9-1 and 9-II, Pricing Sheets**

- Q11. Attachment A – Post Orders for the Quarantine site state that there are to be two guards posted at the quarantine site; however, the pricing sheet only reflects 1,878 annual hours of coverage for this site which breaks down to a total of only 36 hours per week of service at this location. Can the County please explain the discrepancy between the hours that are being bid on for this site and the service level expectations noted in the Post Orders for this site? How many officers are expected to serve at this site and what are the anticipated shift times?
- A11. This estimate is based on the Quarantine Isolation Site being active through February 2023. This is subject to change based on need. The actual number of annual hours may be higher than the estimated hours. Two guards are expected to serve at the Quarantine Isolation Site, as stated in Exhibit A-1, Attachment A. Shift times may vary and are further described in Exhibit A-1, Section 5.0 “Work Schedules.”
- Q12. The unarmed anticipated annual hours are 28,500 which equates to approximately 548 hours per week in security officer services. Can the County provide locations where these hours will be serviced, including expected shift lengths, shift times, etc.?
- A12. The hours listed in Exhibits 9-I and 9-II, “Pricing Sheets” are estimates based on historical data. Since the services under this contract are on an as needed, actual hours number of hours will vary. See IFB, Appendix A, Sample Contract Exhibits A-1 and A-2, Statements of Work, Sections 1.0 “Summary” for descriptions of possible facilities and settings where services may be provided. Locations can be located throughout Los Angeles County. The current location of Public Health’s Quarantine Isolation site is listed in Exhibit A-1, Attachment A. Shift times may vary and are further described in Exhibits A-1 and A-2, Sections 5.0 “Work Schedules.”
- Q13. The armed pricing sheet shows 3,700 hours per year in service which equals approximately 72 hours per week in service. Can the County please provide the location(s) where these services are expected to be provided including expected shift lengths, shift times, etc.?
- A13. Please see A12 above.

**General Questions**

- Q14. Are there a need of bid bond and performance bond for this RFP?
- A14. No, there is no bid bond or performance bond required for this IFB.
- Q15. If there are incumbent contracts, please provide the current contractor’s name, value, annual cost, and billing rates.
- A15. Yes, the current contractor is Hamilton Private Security. The rates are as follows:

Unarmed Security Guard:	\$29.21 per hour
Unarmed Security Guard-Quarantine Isolation Site:	\$31.95 per hour
Armed Security Guard:	\$32.50 per hour

The contract estimate utilization for the last 12 months was \$818,682.

Pursuant to the IFB, Section 4, County Rights & Responsibilities, this Addendum Number 1 has been made available on the Department of Public Health Contracts and Grants website at <http://publichealth.lacounty.gov/cg/index.htm> and on the County's website at <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>.

Thank you for your interest in contracting with the County of Los Angeles. Except for the revisions contained in this Addendum Number 1, there are no other revisions to the IFB. All other terms and conditions of the IFB remain in full force and effect.