
Questions & Answers for Security Guard Services RFQ June 5, 2020

Question 1. There is no mention of the security guard hourly rate (price will largely depend on guard's salary, the higher the wage the better the security officer and service from the company. Can you explain if you are wanting the quoter to provide their quote for the hourly rate or will there be an hourly rate/salary that WSA has in mind to pay?

- Response: WSA needs the responder to provide their company fee/rate for unarmed security guard service, it can be hourly or weekly or monthly.

Question 2. Are you wanting a quote on armed or unarmed guard services or both and what type of ammo and weapon are you requiring?

- Response: Unarmed

Question 3. What is the insurance premium for general liability and workers compensation? Is General Liability Insurance a requirement?

- Response: WSA requires all vendors who contract to do business with us to maintain general liability insurance for those employees having access to WSA facilities. The minimum coverage amount shall be one million (\$1,000,000) dollars. The Contractor shall provide verification of coverage to WSA, and any subsequent renewal documentation.

Question 4. Is Security guard officer GPS tracking required?

- Response: No

Question 5. How will the Security Guard Company be ranked and chosen if it will be based on price, or overall value?

- Response: Best value; WSA will evaluate based on factors to include price, such as quality and expertise when selecting a vendor.

Question 6. Is there current incumbent?

- Response: No

Question 7. When were they awarded the contract? Copy of current contract?

- Response: See response to questions #6.

Question 8. Is the position (s) armed or unarmed security officer (s)? Estimated usage (number of hours) of prior contract?

- Response: Unarmed; 8 hours per day; 40 hours per week; 5 days per week; for 4 weeks.

Question 9. How many weekly/monthly/annually hours are required for this bid?

- Response: See response to question #8.

Question 10. What is the current bill rate?

- Response: New service, no current bill rate.

Question 11. What was the previous bill rate?

- Response: See the response to question #10.

Question 12. Is the overtime rate lined in the contract?

- Response: No overtime

Question 13. What was the contract amount spent last year?

- Response: \$0

Question 14. Is there any minimum wage/pay?

- Response: Prevailing wage rate is \$15.00 per hour.

Question 15. Does the District abide by any City Live Wage Ordinances or just minimum wage?

- Response: See the response to question #14.

Question 16. Due to Federal funding is the position covered under the Federal "Service Act"?

- Response: This is contracted work and not a position with WSA.

Question 17. Will each location WSA Manager call for service or is there one WSA point of contact?

- Response: Services will be managed by a single authorized point of contact with WSA not the workforce centers.

Question 18. Is billing consolidated for all locations or is it separate invoicing per location?

- Response: Billing will be itemized but consolidated into one invoice per month.

Question 19. Is billing monthly?

- Response: Will be negotiated.

Question 20. Define what is “Additional Miscellaneous Services”?

- Response: An example would be assisting center employees with escort to employee parking areas at the end of the workday.

Question 21. In regard to rates, can you provide more detail on the pricing elements? For instance, can you define “travel time charges” and “minimum service charges”? For example, if we require a minimum of a 6-hour shift, would we simply multiple our hourly bill rate times six and place that on the minimum services charges line? If so, that wouldn’t be per hour but per request?

- Response: See the response to question #8.

Question 22. Is there any prevailing wage, living wage ordinance, state or local mandated wage, contract specific wage, or collective bargaining agreement?

- Response: See the response to question #14.

Question 23. Is there a desired page limit for the proposal submission?

- Response: Yes, no more than the RFQ pages that require responses and a price/rate sheet will be sufficient.

Question 24. Are vehicles required for this bid? If so, how many and what type are needed?

- Response: No

Question 25. Are there any more equipment required other than which it's mentioned in the proposal?

- Response: No

Question 26. Are vehicles being direct billed or included in rates?

- Response: See the response to question #24.

Question 27. Is this bid subject to a union or CBA?

- Response: No

Question 28. Does this bid required bid bond or performance bond? If yes how often have you assessed liquidated damage, if applicable?

- Response: No bid bond or performance bond is required. See response to question #3.

Question 29. Is a Bid Bond required? If yes, how much?

- Response: See response to questions #28.

Question 30. How often / how many times have you assessed liquidated damages, if applicable?

- Response: N/A

Question 31. What do you mean by the below? Bonded / Amount of Bond

- Response: WSA is asking if your company bonded to provide the work requested, and if so, for how much. Being bonded means that a bonding company has secured money that is available to the consumer in the event they file a claim against your company.

Question 32. Does the this RFQ require a more thorough written narrative or proposal outside of the forms provided?

- Response: No

Question 33. Is the 160 hrs. a month per officer per site?

- Response: 160 hour per month is calculated for 1 security guard- 8 hours per day, 5 days per week, for 4 weeks.

Question 34. Once contract is awarded, when does the contract start?

- Response: WSA needs to have services begin on June 15, 2020.

Question 35. Who writes policy and procedures for the officers and who approves them?

- Response: Their employer. WSA is not hiring security guards, we are contracting with a vendor.

Question 36. How many officers are you needing per site?

- Response: 1 security guard per site.

Question 37. If all sites listed in Exhibit A ALL as needed with no guarantee of weekly or monthly hours? When I read “as needed” it’s sounds as if there is no guarantee or set weekly hours and your organization will only call us when we are needed to service.

•Response. We are looking to initially have services during the first 30 days of reopening our workforce centers. Anything beyond that is unknown.