



**REQUEST FOR PROPOSAL ADDENDUM
PURCHASING OFFICE
CITY OF AUSTIN, TEXAS**

**REQUEST FOR PROPOSAL: LAG0106 ADDENDUM NO. 5
DATE OF ADDENDUM: January 21, 2016**

The above referenced Request for Proposal is hereby changed by including the following changes to the Solicitation:

1.0 Below are the City responses to important questions received by potential Proposers and firms:

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| Q1 | On page 1, bidders are required to submit 1 original, 4 copies and 1 electronic copy. Please clarify what type of "electronic copy" is required with our submittal. |
| A1 | CD or USB/flash drive. |
| Q2 | Who will supervise the guards while at AE worksites? |
| A2 | Please refer to Section 0500, Items 7.9, 7.10, and 7.11. |
| Q3 | Are Corporate Security Officers assigned to specific locations and shifts? Could you provide a specific break down of the how the 10 employees are allocated? |
| A3 | See attached Revised Attachment A. |
| Q4 | Will vendors be able to ask additional questions after the 2pm deadline if questions arise as a result of the clarifications at yesterday's prebid meeting? |
| A4 | Please send any additional questions to me via email. |
| Q5 | On page 4 the RFP requires a signature of "an Officer or Authorized Representative" – does the City require a Secretary's Certificate delegating authority from the Corporate Counsel authorizing a signatory or is company policy sufficient enough? For example, our company policy would authorize a Vice-President to sign this document committing the company. |
| A5 | No, we do not require the Secretary's Certificate. The officer or Authorized Representative by his/her signature, represents that he/she is submitting a binding offer and is an authorized employee with the ability to bind the respondent to fully comply with the solicitation document. |
| Q6 | Section 0815: Living Wage Contractor Certification provides a table asking for a "list of employees of the Contractor who are directly assigned to this contract are compensated at a wage rate equal to or greater than \$13.03 per hour". The incumbent contractor can clearly provide the names of employees assigned to this contract but other bidders cannot. How does the City want bidders to respond to this requirement? Furthermore, based on the industry practices, non-incumbent bidders will not have current employees identified to assign to this contract. Rather, once notified of award, bidders will seek to recruit some incumbent officers, other current employees, and new hires. With that in mind, |

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| | how shall bidders respond? |
| A6 | Section 0500, Item 1.2, Minimum Qualifications, bullet 1.2.3 requires the Contractor to have continuously provided security guard services for the past three (3) years from the date of close of the Solicitation, so it is assumed that a responding bidder will have some level of staff on board at the time of bid submission, if you do not have the names of employees at the time of submittal, please respond TBD. |
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| Q7 | Section 1.1 of the Scope of Work States "Retention of temporary employees is an important factor. Recruiting policies, benefits, pay rate and other incentives all play into the ability to retain dependable personnel for Contractor to provide these services." Assuming that some current employees earn wages in excess of the living wage requirement, and assuming the City would want to retain the benefit of some of the institutional knowledge of some of the incumbent workforce, will the City please provide a seniority list of employees' current wages? |
| A7 | The City does not have a list of employee wages being paid through the current contract. |
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| Q8 | Is the incumbent contractor workforce covered by a collective bargaining agreement? |
| A8 | This information is not part of the current contract, so the City has no response to this question. |
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| Q9 | Section 0835 Non-Resident Bidder Provisions – how will this be utilized in the evaluation of bids? |
| A9 | Please refer to Section 0600, Item 3 – Evaluation Factors and Award |
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| Q10 | Section 0900: Minority and Women owned Business Enterprise – No Goals. This section states that "If any service is needed to perform the Contract and the Bidder/Proposer does not perform the service with its own workforce....." Will the use of MBE/WBE firms as sub-contractors have an impact on a bidder's evaluation? |
| A10 | No. |
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| Q11 | If so, how will that information be utilized and to what level (percentage scoring) will this factor be? |
| A11 | Not applicable. |
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| Q12 | Does the Good Faith Effort Documentation need to be submitted with our response even if we are not utilizing a MBE/WBE sub-contractor? |
| A12 | Yes. |
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| Q13 | Section 2C – Insurance/Endorsements states "In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval". At what stage of the process should this information be submitted? With the proposal or after award notification? |
| A13 | Please refer to Section 0300, Item 32.A.ii. |

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| Q14 | Section 3 – Fidelity Bond – as a large company we do not bond individual employees. Provisions of our General Liability and Crime Insurance achieve the same type of coverage provided by Fidelity Bonding. Will such alternative methods be acceptable to the City? |
| A14 | Section 0400, Item 3 – FIDELITY BOND, lists the requirement of a blanket fidelity bond at 100% of the value of the annual contract amount. The required blanket fidelity bond shall cover each employee who handles money or safeguards assets. It is not required to have a separate fidelity bond for each employee. |
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| Q15 | If a successful bidder wants to retain incumbent employees with those employees need to undergo the background checks in section 12. Workforce Security Clearance and Identification or will their current status meet this requirement? |
| A15 | Workforce Security Clearance Identification reports shall only be required for employees who do not hold an active security card with the State of Texas. |
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| Q16 | Section 4.3 Uniforms, indicates that there are part time employees currently deployed. How many of the current employees are part-time and how many are full time? Will the City provide a listing of posts that are part-time? |
| A16 | It is expected that the responding bidder provide a solution/plan for implementing services under a contract resulting from this Request for Proposal. Please see Revised Attachment A for AE worksite security guard service specifications to respond to this item. |
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| Q17 | Section 4.4.2 states the training requirement of 16 hours of on-site training provided by the Contractor Supervision. Is this time billable? |
| A17 | Training hours are billable hours, however, the Contractor shall bill the approved hourly rate for each position multiplied by the number of hours of documented training received. A unit (hour) of training cannot be counted in addition to a unit (hour) of providing security guard services. |
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| Q18 | Are any posts self-relieving? |
| A18 | No. |
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| Q19 | What is the average annual miles incurred on the patrol vehicles? |
| A19 | It is estimated that each of the four vehicles will accrue 25,000 travel miles a year. |
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| Q20 | Would AE consider being direct billed for the vehicles rather than built into the rate? |
| A20 | No. |
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| Q21 | Section 10.8 Vehicles, states that “vehicles shall be fueled and patrol ready at the beginning of each shift” – how is this currently accomplished and are the fuel costs borne by the contractor or AE? If borne by the contractor are they direct billed for actual costs or estimated and included in the bill rate? |
| A21 | It is expected that the responding bidder provide a solution/plan for implementing services under a contract resulting from this Request for Proposal. |
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| Q22 | Section 10.8 also states “Service and maintenance shall be scheduled during non-service periods”. Are four vehicles required at all times? For example, if a vehicle should malfunction or otherwise be incapacitated during duty hours, will the contractor need to provide a replacement for that period? |

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| A22 | It is expected that the responding bidder provide a solution/plan for implementing services under a contract resulting from this Request for Proposal. This includes providing contingencies for vehicle maintenance and upkeep. |
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| Q23 | The RFP requires bidders to provide details on “any complaints, judgments or fines” over the past three years. As a very large company we are subject to routine litigation that encompasses a broad range of subjects, none of which threaten the business or our ability to service customers. Are there more specific items that AE is concerned with that should be provided? |
| A23 | Section 0500, Item 1.2.5. refers to the unit/level of the Corporation that is proposing services through this solicitation. |
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| Q24 | Have you decided how you are going to pay us? |
| A24 | Please refer to Section 0400, Items 8 (Invoices and Payment) and 9 (Billing). |
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| Q25 | Do we have to pay the guards the same hourly rate regardless of their experience/qualifications? |
| A25 | It is expected that the responding bidder provide a solution/plan for implementing services under a contract resulting from this Request for Proposal. This includes providing policies/protocols for payment of staff working under a resulting contract. |
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| Q26 | If we pay a guard a higher rate than \$13.03 per hour, will the additional cost be on us? |
| A26 | Section 0400, Item 10.A lists the minimum wage required for any Contractor employee directly assigned to a City contract. It is expected that the responding bidder provide a solution/plan for implementing services under a contract resulting from this Request for Proposal. This includes providing policies/protocols for payment of staff working under a resulting contract. |
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| Q27 | If our current guards have passed a workforce security clearance background check, do they have to complete another one to work on this contract? |
| A27 | Workforce Security Clearance Identification reports shall only be required for employees who do not hold an active security card with the State of Texas. |
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| Q28 | The solicitation mentions that workforce security clearance reports must be obtained at least 30-days prior to any onsite work commencement. What does this mean? |
| A28 | The process of obtaining a workforce security clearance report (with fingerprinting) can take up to four (4) to six (6) weeks depending on whether a State or Federal entity is utilized. Contractor’s staff may not commence contracted work assignments until the full workforce security clearance report and signed affidavit is received by the City. These documents may be submitted |

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| | for each contracted staff member as the information becomes available. Contractor does not have to wait until documents for ALL staff have been received. |
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| Q29 | Is there a list of AE properties requiring security services available? |
| A29 | Please see Revised Attachment A. |
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| Q30 | Are different shift hours required at different worksites? |
| A30 | Please see Revised Attachment A. |
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| Q31 | Who will provide the required training? |
| A31 | Please refer to Section 0500, Item 4.4. |
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| Q32 | Is the site-specific training part of the required training, or in addition to it? |
| A32 | Site-specific training is in addition to the required training. |
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| Q33 | How will training for substitute/filler guards be handled? |
| A33 | It is expected that the responding bidder provide a solution/plan for implementing services under a contract resulting from this Request for Proposal. This includes providing policies/protocols for training of contingency staff that may be asked to substitute/temporarily fill a position under a resulting contract. |
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| Q34 | If a guard moves from one worksite to another, will they have to complete a new training for the new worksite? |
| A34 | Yes. |
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| Q35 | How will changes in required coverage be priced/billed? |
| A35 | Please refer to Section 0400, Items 8 (Invoices and Payment) and 9 (Billing). |
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| Q36 | Can we bill for overtime hours in the event that AE extends the working hours? |
| A36 | Please refer to Section 0400, Items 8 (Invoices and Payment) and 9 (Billing). |

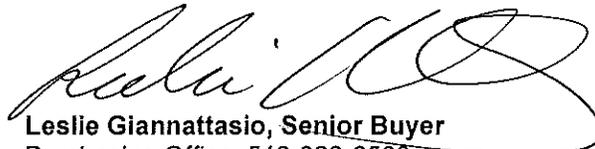
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| Q37 | Will AE provide the guards with new/additional training necessary to work during a threat or disaster? |
| A37 | Yes. |
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| Q38 | What items will AE provide to the guards? |
| A38 | Please refer to Section 0500, Item 9.2. |
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| Q39 | Do we have to have a fully staffed office within 50 miles radius of the State Capitol PRIOR to bidding on the solicitation or just during the contract term? |
| A39 | Section 0500, Item 2.1 covers Contractor Requirements in a resulting contract. |
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| Q40 | Do we have to have been providing services in Texas for the last three years? |
| A40 | Section 0500, Item 1.2.3 does not requires security guard service provision to have been done in Texas. |
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| Q41 | Can you describe the interview process? |
| A41 | Please refer to Section 0500, Item 7.2. |
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| Q42 | Are we required to have the vehicles prior to submitting a bid? |
| A42 | Please refer to Section 0500, Item 10.1 |
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| Q43 | How can we provide the required pictures of the vehicles with our bids if we are not required to have vehicles prior to submitting a bid? |
| A43 | Section 0600, Item D.iv. requests information and pictures of DPVs that WILL be provided in support of a contract. There is no inference that the DPV's be currently held by a responding bidder. |
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| Q44 | Will the contract manager be onsite at AE? |
| A44 | No. |
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| Q45 | What will the role of the contract manager be? |

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| A45 | It is expected that the responding bidder provide a solution/plan for implementing services under a contract resulting from this Request for Proposal. This includes providing policies/protocols for developing roles/responsibilities for positions working under a resulting contract. |
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| Q46 | The hours listed for the contract manager look like part time work coverage is needed. Is this true? |
| A46 | The hours for listed in Section 0705 – Price Proposal Sheet are based on an estimated number of hours AE requires specified services/coverage, and are not intended to reflect full or part-time position classifications. |

All other terms and conditions shall remain the same.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated and made a part of the above-referenced Solicitation.

APPROVED BY:



Leslie Giannattasio, Senior Buyer
Purchasing Office, 512-322-6583

ACKNOWLEDGED BY:

_____ SUPPLIER _____ AUTHORIZED SIGNATURE _____ DATE

RETURN ONE (1) COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, PRIOR TO RESPONSE CLOSING OR WITH YOUR SEALED RESPONSE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION OF YOUR OFFER.

REVISED ATTACHMENT A—CURRENT AUSTIN ENERGY SECURITY LOCATIONS

| AE Worksite Locations | Address | Security Coverage Hours Required | Vehicle Patrol Coverage Required (Y/N) | Number of Security Guard Shifts Required | Corporate or Field Guard Required |
|---|--|--|--|---|-----------------------------------|
| Decker Power Plant | 8003 Decker Lane, Austin, Texas 78724-3015 | 24/7, 365 days a year | No | 1 per shift, 3 shifts | Field |
| Kramer Lane, Building E | 2526 Kramer Lane, Austin, Texas 78758-4007 | M – F; 10:00 pm to 6:00 am, 24/7 on weekends and holidays | No | 1 per shift, 3 shifts | Field |
| Rosewood Zaragoza Payments Center | 2800 Webberville, Rd., Austin, Texas 78702- | M – F, 7:30 am to 4:30 pm (10 hours a day) | No | 1 per shift, 1 shift | Corporate |
| Sand Hill Energy Center (SHEC) | 13005 Fallwell Lane, Del Valle, Texas 78617- | 24/7, 365 days a year | Yes | 1 per shift, 3 shifts | Field |
| Utility Customer Service Center (UCSC) | 8716 Research Blvd, Austin, Texas 78758 | M – F, 7:30 am to 4:30 pm (10 hours a day) | No | 1 per shift, 1 shift | Corporate |
| St. Elmo Service Center | 4411B Meinardus Dr., Austin, Texas 78744-1835 | 24/7, 365 days a year | Yes | 1 per shift, 3 shifts | Field |
| System Control Center (SCC) | 2500 Montopolis Dr., Austin, Texas 78741-6404 | 24/7, 365 days a year | No | 1 per shift, 3 shifts | Corporate |
| Town Lake Center (TLC) | 721 Barton Springs Road, Austin, Texas 78704-1194 | 24/7, 365 days a year for building security; M – F, 6 am to 10 pm for TLC garage security | No | 1 per shift, 3 shifts for building security; 1 per shift, 2 shifts for TLC garage security | Corporate |
| Kramer Lane Service Center | 2526 Kramer Lane, Austin, Texas 78758-4007 | M – F, 2:00 pm to 6:00 am 24/7 weekends and holidays | Yes | 1 per shift, 3 shifts | Field |
| Holly Street Site | 2401 Holly St., Austin, Texas 78702-5657 | 24/7, 365 days a year | Yes | 1 per shift, 3 shifts | Field |

NOTE: Advertised work site hours and shift coverage are subject to change or revision.