



RFP# 2305-090522: Unarmed Security Guard Services

Addendum No. 1

Date: September 26, 2022

1. On page 6 under 'FORM AND CONTENT OF PROPOSALS,' it states two (2) different forms of submission. The first form is through a hardcopy, mailed submission, and the second is an email submission to 'bids@hayward-ca.gov.' We are seeking clarification on if both forms of submission are required, or if it is either-or (i.e., mailed OR emailed submission).
 - a. Only email submissions are required via email and to be received by 3pm on Friday, Sept 30, 2022– bids@hayward-ca.gov
2. On page 31 of the RFP, the form says: *THIS DOCUMENT MUST BE COMPLETED, EXECUTED AND SUBMITTED WITH THE PROPOSAL FORM*. Where is the proposal form?
 - a. The form should have stated submitted with the proposal bid. There are no additional forms needed.
3. Could you please clarify how many originals and copies are being requested of the technical proposal and the cost proposal?
 - a. Only one copy of each the technical and cost proposal is required via email
4. Is there a specific way you would like the response to be prepared? For example: bound, unbound, 3-ring binder(s), pages limits, paper type, etc.?
 - a. Only digital submission is required.
5. Is there a pricing form or format requested?

Location	Hourly Cost	Holiday Hourly	Additional Costs (if Applicable)	Vehicle Cost
City Hall				
City Hall Parking Garage/Heritage Plaza				
Cinema Place Parking Garage				
Downtown Library				
Weekes Branch Library				
Airport				

6. Will your agency hold a public opening? If yes, can you please provide the date, time, and location?
 - a. No, we will not be holding a public opening.
7. The RFP welcomes "alternative proposals for consideration", could you elaborate? Is there anything in particular you had in mind, like a wish-list item that extends beyond the scope?
 - a. Please quote separately for a golf cart to be used for all locations except two libraries and airport.
8. Is a Bid Bond or performance bond required? If yes, how much?
 - a. No bid bond required.

9. In this section here on page 24 are we supposed to provide the bid with the wages and vehicle costs for the next 3 to 4 years that do not change or are they able to be increased yearly?
 - B. AGREEMENT RATES The Agreement rates shall remain firm and fixed for the Term of Agreement, including the three (3) option years. It is the responsibility of the Proposer, in calculating the proposal price, to take into consideration the possible escalation of material, labor and other costs during the term of the Agreement. The City reserves its exclusive right to amend the Agreement to increase or decrease hours of service or level of staffing.*
 - a. Rates to be determined per CPI increase or decrease.

Current Incumbent/Contract

10. Please confirm who the current security contractor/s is?
 - a. National Security Industries
11. How long have they had the contract?
 - a. Since 2016 for City Hall, Parking Garages and Airport. Then June 2022 for both Libraries
12. When was the current incumbent awarded the contract? Could you please provide us with a copy of the current contract or signed agreement?
 - a. Copies can be requested through our City Clerk's office with a Public Records Request
13. What was the start date of the initial contract?
 - a. April 8, 2016
14. What was the initial term length of the current contract? (For Example, 1-year plus 4-year options, etc.)
 - a. Two years plus an additional 12 months if agreed by both parties
15. How many Specials (added days and hours) are there on the current in place contract and its option years? Do you see that being approximately the same on the new contract?
 - a. Yes, the added days and hours will the same on the new contract. It varies on City events and paid rentals.
16. What are the current hourly billing rates?
 - a. City Hall - \$24.98
 - b. Cinema Place Parking Garage - \$24.98
 - c. City Hall Parking Garage/Heritage Plaza - \$24.98
 - d. Two Libraries - \$32.00
 - e. Airport - \$26.67 per hour
17. What was the amount spent on this contract last year?
 - a. \$444,335.80
18. What was the total spent in the last billed month?
 - a. City Hall - \$11,629.41
 - b. Cinema Place Parking Garage- \$6,594.72
 - c. City Hall Parking Garage/Heritage Plaza - \$18,585.12
 - d. Two Libraries - \$9,701.76
 - e. Airport - \$8,854
19. Are there any other rates billed separately (such as equipment, vehicles, etc.)
 - a. Airport - Vehicle and Security Officer are currently billed as a flat rate per hour
20. What is the City's budget for this service?
 - a. Negotiable based on current market
21. What is the estimated total number of annual hours for this contract?
 - a. City Hall - 4,160
 - b. Cinema Place Parking Garage - 3,120
 - c. City Hall Parking Garage/Heritage Plaza - 8,760
 - d. Two Libraries - 3,827
 - e. Airport - 3,840

- 22. What is the current bill rate for each position?
 - a. See answer above to question #16
- 23. Is the current contract using vehicles? If yes, how many?
 - a. Airport – Yes, one vehicle
- 24. How many fill-in guards has the current contractor been using over the course of the contract and its option years for this City of Hayward project?
 - a. City expects the contractor to have a trained guard available for every shift. It is up to the contractor to determine how many trained fill-in guards are needed.

New Contract

- 25. Is the term of this agreement to be an initial one (1) year contract term with an option to extend for three (3) additional one (1) year terms? What is the contract term, e.g., 1 year, 2 years, yearly options to renew?
 - a. Term would be an initial one-year contract with an option to extend for three option years.
- 26. We assume this is a non-union contract is that correct?
 - a. Non-union contract
- 27. When does this new contract start in 4th quarter 2022 or in January 2023? If it is some other date, when do you see the start? Is there an estimated contract start date?
 - a. TBD – estimate contract start date Jan 2, 2022
- 28. Is coverage required on holidays? If so, at which locations? Is there coverage at the Movie Theatres for example, even on Holidays since the theatres are open? Please clarify which sites are closed and which are open on the Holidays.
 - a. City Hall - No
 - b. Cinema Place Parking Garage- Yes
 - c. City Hall Parking Garage/Heritage Plaza –Yes
 - d. Two Libraries - No
 - e. Airport – Yes
- 29. Is holiday coverage to be included in the hourly billing rates, or included separated in a yearly budget?
 - a. Please include holiday hourly billing rates separately.
- 30. Since the Library locations are open at 10 am is it accurate to say coverage will start 2 hours after they open at 12 Noon?
 - a. Coverage would start at 12 noon. Opening hours depend on the day of the week.
- 31. Does the City of Hayward have a Living Wage or is the contract under the Minimum Wage Ordinance? What is the wage for the first year of the contract?
 - a. Yes, The City of Hayward does have a Living Wage Ordinance.
 - b. Rates in 2016:

Required Wage per hour, with health benefits	\$12.28
Required Wage per hour, without health benefits	\$1419
Medical Benefits	\$1.91

- 32. How will the City of Hayward fairly compare proposals which are to be for an amount that is fixed for all four years of the contract?
 - a. List rates per hour per location. Vehicle cost for Airport separately.

33. Beyond the state and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage?
- a. Yes, this contract requires the Vendor pay the Hayward Living Wage amount. Below are the current living wage rates.

Required Wage per hour, with health benefits	\$15.55
Required Wage per hour, without health benefits	\$17.98
Medical Benefits	\$2.43

34. May we itemize equipment costs and include this cost separately in a yearly budget?
- a. Yes, please itemize.
35. Billing Rates – may we provide different billing rates by location or one composite rate for all locations?
- a. Billing rates must be priced by locations.
36. When would the city need the staffing plan mentioned in the RFP? I didn't see mention of the plan in the proposal submission requirements.
- a. Please see page 18 in RFP. Item G Post and Hours table.
37. Are there any significant modifications from the previous contract to the new one? For instance, an increase in hours, a change in guard type (e.g., armed vs unarmed), a need for additional resources?
- a. From the original contract, three locations have been added. Two Libraries and City Hall Parking Garage.
38. Are there any additional services that may be needed that are not listed in the RFP? For instance, the need of additional sites, seasonal required security, etc.
- a. Possible, but to be determined when needed.
39. Are there any MWBE/VS/DBE or other goals for this project?
- a. Airport only has established a triennial Disadvantaged Business Enterprise (DBE) participation goal of 10.50%
40. Does the City give a preference to local security contractors?
- a. The City gives a 5% preference to contractors located in Hayward
41. Are there any subcontractors being used for the current contract?
- a. None and not permitted.
42. We know the community has not welcomed armed personnel in the past and has been vocal about this during city council meetings. Can you disclose any other community or staff preferences (e.g., bilingual guards, etc.)?
- a. Bilingual encouraged but not required.

Airport

43. To calculate vehicle fuel cost for the Airport vehicle, could you please give us the estimated annual miles driven?
- a. Unknown, information not provided by the current contractor. Currently vehicle rates are built into the hourly rate.
44. The RFP also mentions experience with working at an Airport. Our company Genesis does not have any direct experience. Three of our senior executives along with our dispatch manager do have experience with Airports as we used to manage Norman Y. Mineta San Jose International Airport. Yesterday we were presenting to the City of San Jose and the San Jose Airport as a finalist in the bidding process.
- a. State experience in your proposal
45. First Aid Training – is this certification required at the airport?
- a. Preferred but not required

[End of Addendum]