



Leroy D. Baca, Sheriff

County of Los Angeles
Sheriff's Department Headquarters

*4700 Ramona Boulevard
Monterey Park, California 91754-2169*



January 30, 2007

Notice to Potential Bidders:

**Bulletin No. 2
INVITATION FOR BIDS
AS NEEDED SECURITY GUARD SERVICES
IFB No. 288-SH**

This Bulletin #2 provides the questions and responses (attached) that were discussed at the Bidder's Conference held January 25, 2007. The responses are final and become part of the Invitation For Bid (IFB). Bulletin #2 also provides revisions to this As Needed Security Guard Services IFB.

All other terms and conditions of the IFB remain in effect.

Should you have any questions, please contact Michelle Janovich, Contracts Unit, at mmjanovi@lasd.org.

Sincerely

LEROY D. BACA, SHERIFF

Teri L. Wilhelm, Director
Fiscal Administration

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AS NEEDED SECURITY GUARD SERVICES
IFB No. 288-SH
RESPONSES TO QUESTIONS ASKED AT THE BIDDER'S CONFERENCE

- Q1. Is it the intent to award to one company?
- A1. One or more. We don't want to place any restrictions. Bidders are welcome to bid on more than one region, all seven or any in between.
- Q2. If our company was to bid all regions, do you want seven bids with five copies each? Or one for all with separate pricing for each region.
- A2. One bid package with separate price sheets for each region. Plus 5 copies.
- Q3. To clarify, if we bid on five regions, it would be 1 proposal with 5 pricing sheets?
- A3. Yes, 1 proposal with 5 pricing sheets. Then five copies of proposal.
- Q4. Administrative questions. Who will oversee the day to day running of the contract?
- A4. Helen Missakian will be the main contact for day to day running of the contract. She will call when a security guard is needed. Once at the courts, the security guards will be supervised by an on-site court sergeant.
- Q5. On the background check, if employee meets Contractor background check, but hasn't been approved by Sheriff background check. How does that work?
- A5. We hope to pre-screen a "pool" of employees, so when we call, you will have employees to send.
- Q6. How quick of a turn around time is there on the Sheriff background check? The concern is that we give the Sheriff a candidate who has passed the Contractor's background check, but hasn't been approved by Sheriff's background check yet, which will cause overtime for contractor because the Sheriff's background was too slow.
- Will you accept them on contractor's word? Can we let them work while Sheriff does their background check?
- A6. Yes, we can let them work based on Contractor's extensive background check which must include a review of fingerprints, driving record, certificates & licenses and any criminal records. We will then accept the employee for services while we are doing the Sheriff's background check. If anything negative turns up, we will then dismiss the employee based on our findings. The Statement of Work, subparagraph 7.3.2g of the Background Investigation section states the disqualifying information.

- Q7. Regardless, they must have a guard card?
- A7. Yes. That is one of the minimum requirements as stated in the Invitation For Bid, Subparagraph 1.4.
- Q8. Who is the existing provider?
- A8. Securitas.
- Q9. Regarding breaks and lunches on site. If employee is alone, can he take a break/lunch or not? Who is responsible to relieve them?
- A9. The court will provide the relief. That is not something extra for the contractor to do. Mostly they will relieve each other or if necessary a deputy can.
- Q10. Helen would call contractor saying which court needs bodies. How much of a lead time is there? Same day?
- A10. The majority of scheduled off time will be known ahead of time so Helen will be able to give you a week's notice. But sometimes when they call in sick it will be short notice. The Statement of Work (SOW) subparagraph 5.2 details the information for Contractor Relief for Planned and Unplanned Absences of County Security Personnel. In the event that a contract employee calls in sick, SOW, subparagraph 8.2.12 states that "Contractor shall provide a substitute officer within one (1) hour of the scheduled starting time".
- Q11. Once we submit the proposal it is good for 180 days. What if during that time there is a wage increase (Cost of Living? Living Wage?) 90 days into the 180. Do they lose out on the wage increase or do we change it?
- A11. This is not a Proposition A, Living Wage contract. IFB paragraph 1.7 addresses the cost of living adjustment. The cost of living increase is addressed in the final agreement that will be signed by the awarded Contractor. The 180 days applies to the Bid offer made during the bid submission as stated in the IFB, section 2.9 Bid Submission.
- Q12. This contract requires us to pay wages and benefits?
- A12. Yes. It should all be factored in your Bid Sheet, Appendix D, Exhibit 11.
- Q13. Does Living Wage apply to this contract?
- A13. No, it is not Proposition A.
- Q14. Operation wise, you want an employee to show up at a court, but there is a parking fee. Whose responsibility is it to pay those fees?
- A14. As stated in the Statement of Work, subparagraph 7.5 states that "Contractor shall be responsible for making parking arrangements and paying the parking fees for Contractor

employees assigned to work at any of the Los Angeles County Civic Center facilities”.

Q15. You talked about the budget in the beginning. What was the dollar amount budgeted for this contract?

A15. \$30 million for the full 5 ½ year term of the contract.

Q16. How is the performance of the current contractor? How thoroughly has it been performed and assessed?

A16. The current contract is completely different from this new bid. However, the current contractors performance has not been assessed.

Q17. What is the current rate for Securitas?

A17.

As of 10/30/06	Hourly Rate	Hourly Bill Rate	Overtime Bill Rate
Supervisor	\$11.07	\$15.72	\$23.58
Armed Guard	\$10.47	\$15.07	\$22.60
Unarmed Guard	\$10.47	\$15.07	\$22.60

Q18. How frequently will we get the 5 a.m. phone call?

A18. We can't guarantee the frequency with which you will be called. Based on past history it could be once a week. We have a pool of 5 security officers we keep on hand to deploy in downtown LA. As we get calls for vacancies, we send out these floaters to cover last minute vacancies. If we go over we call our contractor.

Q19. Any stats on what regions have the biggest problems?

A19. No because the current contract is not set up by region.

Q20. What is SO and SA?

A20. Security Officer (armed guard), Security Assistant (unarmed guard)

Q21. Any requirements on uniforms?

A21. Yes, they are all detailed in the Statement of Work, subparagraph 7.4.1.

Q22. Is the contractor considered your employment pool?

A22. Yes. We constantly lose deputies to other agencies. We lose the Security Officers and Security Assistants because they become deputies.

**REVISIONS TO THE AS NEEDED SECURITY GUARD IFB
IFB No. 288**

1. Effective immediately, Section 1.8 Days of Operation of the IFB will be revised as follows:

Delete the sentence that reads: **A few will require services twenty-four (24) hours a day seven (7) days a week including holidays.**

2. Appendix B, Statement of Work, subparagraph 8.5.7 shall be deleted in its entirety.
3. Appendix B, Statement of Work, Attachment 2 - After Hours Requirements, shall be modified for Region 4 as follows:

Region 4	Days	Hours	Contractor Staff Required
Clara Shortridge Foltz	Monday - Friday	1400-2200	1
	Saturday	0600-2200	1
	Sunday	0600-1800	1
Metropolitan Court	Monday	2400-0400	1
	Friday	1800-2400	1
	Saturday	2400-0400	1
	Saturday	1800-2400	1
	Sunday	1800-2400	1
	Sunday	2400-0400	1
Stanley Mosk Court *On Saturday and Sunday there are two people during 0800-1600 hours and Monday - Thursday there are two people from 1800-0600 hours.	Monday - Thursday	1800-0600	2
	Friday	1800-0600	1
	Saturday	0600-1800	1
	Saturday	0800-1600	1
	Saturday	1800-0600	1
	Sunday	0600-1800	1
	Sunday	0800-1600	1
	Sunday	1800-0600	2

4. Appendix B, Statement of Work, Attachment 2, Security Guards Requirements, shall be modified for the following locations:

Region 6	Budgeted Positions		Filled Positions		Short Term Vacancies		Long Term Vacancies	
	SO	SA	SO	SA	SO	SA	SO	SA
Records Bureau	2	0	2	0	0	0	0	0
S.T.A.R.	0	3	0	0	0	3	0	0

Region 3	Budgeted Positions		Filled Positions		Short Term Vacancies		Long Term Vacancies	
	SO	SA	SO	SA	SO	SA	SO	SA
University Building	1	0	0	0	1	0	0	0

Region 5	Budgeted Positions		Filled Positions		Short Term Vacancies		Long Term Vacancies	
	SO	SA	SO	SA	SO	SA	SO	SA
Airport	3	3	3	3	0	0	0	0