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**Addendum # 1**  
**RFP #01-18, Security Services**  
**January 24, 2018**

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**NOTICE IS HEREBY GIVEN** that the following addendum serves to provide clarification and to answer the questions received on RFP #01-18, Security Services.

Question 1: Is a security vehicle required at Clearwater Beach Marina/Causeway Blvd? Automobile or golf cart?

**Answer to Question 1:** *Per section 3.3, pg. 17, “Driving details to be performed in an appropriately identified “Security” company vehicle”; a vehicle would be appropriate (but not required) for monitoring the facility parking lot and creating a known presence in the area.*

Question 2: Is a security vehicle required at Clearwater Downtown Harbor Marina/Drew Street? Automobile or golf cart?

**Answer to Question 2:** *See answer to question 1 above.*

Question 3: Is a security vehicle required at Clearwater Air Park/Hercules Avenue? Automobile or golf cart?

**Answer to Question 3:** *A vehicle is necessary at Clearwater Air Park.*

Question 4: Is historical data available regarding the mileage/fuel expense for each location requiring an automobile?

**Answer to Question 4:** *No such data is available.*

Question 5: Is vendor required to provide a phone or radio at Clearwater Municipal Services Building? RFP says each are provided by city in 3.1 (g)

**Answer to Question 5:** *As noted in the RFP Detailed Specifications, 3.1(g) Scope of Work on pg. 18, the City will equip the reception desk with standard equipment including a computer, phone, and a two-way (2-way) radio to be used for business purposes only.*

Question 6: Is ALL equipment billed separately? If not please confirm that ALL equipment is to be included in the billable rates.

**Answer to Question 6:** *All equipment necessary to provide the requested services should be included in the billable rates submitted.*

Question 7: Do you have historical data on the hours of service provided annually for Special Events?

**Answer to Question 7:** *The estimated number of service hours provided for special events last year was 2,925.*



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Question 8: Can you provide current budget/hourly bill rate information?

**Answer to Question 8:** *Our current rates are as follows:*

- ***Event Security Officer: \$16.50 per hour***
- ***Overnight Security Officer: \$17.50 per hour***
- ***Event Supervisors: \$18.50 per hour***
  - ***Four (4) hour minimum per shift/individual***

Question 9: Who is the incumbent and how long have they been under contract?

**Answer to Question 9:** *Sentry Event Services has been providing security services for special events for the past two (2) years. Sentry has been the selected vendor based on informal quotes to provide special events' security staffing. The other services requested in this RFP have not been provided by a vendor.*

Question 10: Is this bid required 3 vehicle?

**Answer to Question 10:** *Refer to questions 1, 2, and 3, above.*

Question 11: Who is the current incumbent?

**Answer to Question 11:** *Refer to question 9 above.*

Question 12: When were they awarded the contract? Copy of current contract?

**Answer to Question 12:** *There is not a contract with Sentry; an annual purchase order has been issued and used as needed.*

Question 13: Estimated usage (number of hours) of prior contract?

**Answer to Question 13:** *Refer to question 7 above.*

Question 14: How many monthly/annually hours are required for this bid?

**Answer to Question 14:** *There is no guaranteed number of hours or service utilization as a result of this bid. The intended award will be for services as-needed, and dependent on event size, staffing requirements in Marine & Aviation, and other factors that arise during the contract term.*

Question 15: What is the current bill rate?

**Answer to Question 15:** *See question 8 above. This is an Request for Proposals, and each respondent's rates are a part of their proposal.*

Question 16: What was the previous bill rate?

**Answer to Question 16:** *See question 8 above.*

Question 17: What was the contract amount spent last year?

**Answer to Question 17:** *The city spent approximately \$85,000 in calendar year 2017 for special events security services. Marine & Aviation security and MSB front desk security are new services in this RFP.*



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Question 18: Is there any minimum wage/pay?

**Answer to Question 18: *An employer must pay employees in accordance with the minimum wage law.***

Question 19: Is there any prevailing wage, living wage ordinance, state or local mandated wage, contract specific wage, or collective bargaining agreement?

**Answer to Question 19: *Refer to question 18; we have no other ordinance or rule.***

Question 20: Is there a desired page limit for the proposal submission?

**Answer to Question 20: *The RFP does not indicate a page limit for proposals.***

Question 21: Are there any additional Security guard services to this contract?

**Answer to Question 21: *The intended award will include any unforeseen security services that may be required in the future.***

Question 22: The Municipal building, lobby reception, post schedule is for 45 weekly hours. Will City personnel cover the desk for daily restroom/lunch breaks thereby reducing the billable hours and potential for routine overtime? If so, what will the billable hours equate to?

**Answer to Question 22: *City personnel will cover the desk for daily restroom breaks as well as a thirty (30) minute lunch break.***

*End of Questions and Answers*

*End of Addenda*