



**ADDENDUM:**

**01**

**TODAY'S DATE: 08/31/2022**

**PROJECT NAME:** Security Guard Services

**CONTACT / TITLE:** Ponha Lim Director of Safety and Security

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**This Addendum is used to Identify Items in the Original Documents with Action as Follows:**

- BID
- RFQ
- RFP
- CLARIFY
- CHANGE
- DELETE
- ADD
- SUBSTITUTE

**7 Page(s) Total for this Addenda**

Question: Who is the current incumbent?  
Answer: KCHA has three security guard vendors at this time. They are Cascadia-Global, Blue Line Protective Services and Pacific Security

Question: How long have they serviced the King County Housing Authority?  
Answer: 2022 - 2023

Question: Will the services be provided solely unarmed, or will there be a specific need for armed services?  
Answer: Yes, all security guards at KCHA sites will be unarmed.

Question: What is the purpose of the Security Professional being unarmed? Is there a specific KCHA rule on armed Security? Is there a greater likelihood of increased issues with this level of force at some KCHA locations?  
Answer: KCHA is a public organization and due to liability purposes, our position will be unarmed security guards. All our properties are experiencing the same issues that problematic in the region: increased criminal activities such as vandalism, narcotics activity, homeless/transient foot traffic, theft, etc.

Question: Are there specific job descriptions and pay rates required for Guards (Roving - Fixed), Supervisors and Account Management?  
Answer: At this time, KCHA is only utilizing unarmed security guards. No supervisors, operations managers, or account managers are being used.

Question: Do Mobile Guards rove on foot or in vehicles? At a single site or multiple sites per shift?  
Answer: Central Office is a stationary site utilizing security guards and a marked vehicle. Evening patrol shifts utilizes a vehicle as well as security guards on foot at multiple sites per shift.

Question: What are the current pay rates for the existing security guards? Fixed Post? Roving Guard? Vehicles?

Answer: Blue Line: \$63 per hour, includes vehicle and for evening patrols, \$56.50 per check, 3 per night, 7 days a week.  
Cascadia Global: \$45 per hour for 40 hours a week, \$51 per hour for 10 hours a week and \$1,250 per month for marked patrol vehicle. Rate includes guard, vehicle, gas, insurance and maintenance  
Pacific Security: \$24.91 per hour. Marked vehicle is \$1700 per month.

Question: With the requirement to have a vehicle at specific sites; can King County Housing Authority verify how many and which locations? What is the current make & model preference for these sites?

Answer: Central Office plus (4) portfolio regions consisting of 16 properties and 10 vehicles.  
North region: Ballinger, Peppertree and Lake House  
Southeast: Birch Creek, Valli Kee, Mardi Gras, Nike Manor, Shelcor, Plaza Seventeen, Cascade, and Casa Madrona  
Southwest: Riverton Terrace, Burien Park, Munro Manor, and Boulevard Manor.  
KCHA is requesting fully marked vehicles clearly displaying “SECURITY” logo and light bar. Vehicles must be clean and well maintained for a professional appearance.

Question: What is the amount of mileage driven by the vehicle per month?

Answer: Unknown.

Question: What is the preferred uniform type/style? Military vs Executive style.

Answer: Please see RFP – Page 14.

Question: Are there any special training requirements? Ex. First Aid/CPR/AED

Answer: Please see RFP – Page 11 – 14.

Question: How many hours of pre-assignment training is currently conducted?

Answer: Pre-assignment training will be conducted by the shift operations manager and/or supervisor at the direction of KCHA’s Director of Safety and Security. This training will include site assessment, policy & procedures, and familiarization of site-specific post orders.

Question: Will the guards be required to monitor alarms?

Answer: Current security guards are not monitoring alarms; however, they are required to respond accordingly if an alarm is activated.

Question: Are there additional equipment requirements not listed?

Answer: No.

Question: Is the contractor responsible to provide PPE for the guards? Body Armor or Stab Vests?

Answer: Yes.

Question: Will the Guards be authorized to carry Non-Lethal equipment (pepper foam) for personal protective use?

Answer: To be determined based on security vendors training, protocols and non-lethal use of force policy.

Question: Are radios required and provided by the client or contractor?  
Answer: At Central Office, KCHA provide site radios. Radios are not available at other sites.

Question: How are security officers relieved when taking required Rest and Meal Breaks? Is there a one hour unpaid meal break? Are there restroom facilities near all of the posts?  
Answer: For stationary guard sites with multiple guards, the guards have an internal schedule for meal breaks/relief. For evening patrol services at multiple properties, the guard will designate their own breaks. All sites have restroom facilities.

Question: Is the workforce covered by a collective bargaining agreement with their employer? If so, will a copy of the CBA be provided since vendors may be legally bound to honor economic aspects of that CBA? Can a seniority list be provide with contract award?  
Answer: No.

Question: Is there a Health & Welfare Ordinance in place?  
Answer: No.

Question: For inclement weather, is there shelter available for the security professionals?  
Answer: Yes.

Question: What are the insurance requirements for security services?  
Answer: Please see the RFP – Pages 5 & 6.

Question: Are there MWBE/VS/DBE or other goals for these services?  
Answer: There are no requirements; however, KCHA encourages MWBE/VS/DBE to submit proposals.

Question: Is there a Bid or Performance Bond requirement?  
Answer: No.

Question: What is King County Housing Authority's standard payment terms?  
Answer: Net 30.

Question: Is the client exempt from payment of state and local sales and use taxes?  
Answer: Yes, we will issue a Tax Exempt Certification to the Contracted Vendor(s).

Question: What challenges are King County Housing Authority experiencing at the various sites?  
Answer: KCHA has experienced an uptick in crime to include vandalism, vehicle prowling, auto thefts, narcotics activity, and homeless/transient foot traffic at our sites.

Question: What is the reason for going out to bid for security services?  
Answer: To consolidate guard services for streamlined communication, improvement of quality for guard services, and provide the best security support for KCHA staff and residents.

Question: Can KCHA provide both how many and what specific types of incidents needed security involvement over the last year?  
Answer: Yes. Once the contract has been established, KCHA can provide security incident data.

Question: The Security Personnel will be using a company issued cell phone that will be used to maintain regular communication with designated staff when necessary. This device will also include an application that allows the Security Professional to log daily reports, complete detailed incident reports and captures details of rounds made during a shift. Is there a storage locker or equivalent available to lock up the device at the end of their shift?

Answer: Central Office has storage capabilities; however, there are no storage lockers at other sites.

Question: Are the rates proposed locked in for the entire duration of the contract or is there an opportunity to increase rates due to federal, state, wage and medical cost increases for each ensuing year?

Answer: Proposed rates will be locked-in during the initial term. At time of extension or renewal, if an increase can be justified, we will review such requests.

Question: Does KCHA expect that the quoted pricing will also apply with respect to any and all of the (4) one-year renewal terms? How will rate increases be addressed for each renewal term?

Answer: (See answer above)

Question: Will KCHA also permit rate increases to allow the Contractor to recoup increases in unforeseen costs that are outside of the Contractor's control such as: increases in Federal, state or local taxes, levies, or required withholdings; costs under collective bargaining agreements; minimum, prevailing and living wage rates and other statutory requirements, such as legally mandated sick leave costs; and medical and other benefit costs? If so, please describe the process by which the Contractor will be able to submit a request for a rate adjustment.

Answer: Please submit the request with supporting documentation for justification of unforeseen costs and/or increases.

Question: Is employee parking available to the contractor's employees? If so, is there a fee associated with parking?

Answer: Free parking is available at all KCHA properties.

Question: Does King County Housing Authority have a preference to retain incumbent / current security providers that are in good standing and meet the hiring criteria of the Proposer?

Answer: KCHA will review all proposals, to include current security guard service.

Question: What Holidays are observed by the (client) and are they billable?

Answer: Please see the RFP – Page 15.

Question: Is training billable to King County Housing Authority? If so, which training is billable?

Answer: No, all training will be provided by the security guard vendor at their discretion and cost. However, KCHA may include security guard officers as part of KCHA department training with the approval and coordination of the vendor.

Question: For the "On-Call" services or Additional Sites, how much notice will be provided by King County Housing Authority?

Answer: Please see the RFP – Page 9.

- Question: How many Security Guards will be needed upon request? How long will the Security Guards be needed when requested?  
Answer: Please see the RFP – Exhibit A. Services will be needed per the agreed terms of contract.
- Question: Is the proposed schedule with in the RFP Fixed or Negotiable?  
Answer: Please see the RFP – Exhibit B (Fee Schedule).
- Question: Is there a proper office and/or storage location at each site.  
Answer: Central Office has storage capabilities; however, there are no storage lockers at other sites.
- Question: How many times has the Authority requested on-call service over the last 2 years and what was the average number of security personnel requested?  
Answer: KCHA has not requested on-call services; however, there have been instances that required security guards to extend service and/or provide additional coverage upon request.
- Question: Our Company stands behind our services and regularly accepts the obligation to indemnify clients for the comparative portion of any losses, costs or damages that are caused by the acts or omissions of our personnel in the performance of security services under client agreements. However, we cannot indemnify a client for any losses, costs or damages that are caused by the client’s own negligence. Can “Insurance and Indemnification” Section 1 on page 4 of the RFP be revised to replace the phrase “caused by the sole” on line 13 with the phrase “to the extent caused by the?”  
Answer: We are unable to revise the indemnification language, which has been reviewed and approved by KCHA.
- Question: Our Company carries Professional Liability (Errors and Omissions) coverage as part of the Commercial General Liability policy, rather than pursuant to a stand-alone policy. Can the following sentence be added to the end of “Minimum Scope of Insurance” Section 4 on page 5 of the RFP and “Minimum Limits of Insurance” Section 5 on page 5 of the RFP to reflect those parameters: “Anything to the contrary notwithstanding, such coverage may be combined with the Commercial General Liability limits.”  
Answer: No changes can be made at this time; however, the language can be reviewed at a later time with KCHA’s Risk Management Department.
- Question: Our Company routinely adds clients as additional insureds on our insurance policies, so long as our obligations are aligned with our indemnification obligations and limited to the specified insurance limits we have agreed to provide. Can “Other Insurance Provisions” Section 1 on page 5 of the RFP be revised as follows to reflect that standard? Delete the remainder of the first sentence after the phrase “additional insureds” on line 2 and replace it with the following: “...to the extent of the Contractor’s indemnification obligations under this Agreement and up to the required insurance coverage amount.”  
Answer: No changes can be made at this time; however, the language can be reviewed at a later time with KCHA’s Risk Management Department.
- Question: Will any of the nighttime site be combined mobile?  
Answer: Yes.
- Question: Will the patrol checks be done on the site leasing offices or the housing units?  
Answer: Security patrols will be completed at designated KCHA site in accordance to the Post Orders. Each site may require different levels of security service.

Question: Are the locations listed as having current security the ones that are being bid on, or are there more known locations?  
Answer: Yes. See Exhibit A.

Question: The shifts and times are listed as daily, does this indicate 5 or 7 days a week or a mixture?  
Answer: Shift and times depends on the site. Central Office requires daytime guard service for 5 days a week with evening patrols 7 days a week. Evening patrols at various KCHA properties will require 7 days a week services.

Question: Are the sites listed as nights mobile, stationary or both?  
Answer: Please see RFP – Exhibit A.

Question: Are there any subcontractors being used for the current contract?  
Answer: No.

Question: What was the initial term length of the current contract (for example, 1 year plus 4 year options, etc.)  
Answer: Up to one year plus (4) one year options, not to exceed 5 years.

Question: What was the start date of the initial contract?  
Answer: Pacific Security – December 9, 2022

Question: What was the amount spent in the last 12 months?  
Answer: For all three contracts (December 2022 – July 2023) \$557,760

Question: What was the total spent in the last billed month?  
Answer: July \$85,925.

Question: Are there any other rates billed separately (such as equipment, vehicles, etc.)  
Answer: Pacific Security bills hourly and for the vehicle separately.

Question: 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?  
Answer: No. Please refer to Exhibit A.

Question: What is the estimated total number of annual hours for this contract?  
Answer: At this point, we have not determined the annual hours due to the fact we have differing data points (hourly shifts vs. patrol checks/visits).

Question: 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.  
Answer: Not at this time.

Question: Beyond the state and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage?  
Answer: No, KCHA is public works. However, because of HUD funding, the selected vendor(s) will not be required to pay prevailing wage.

Question: Will your agency hold a public opening? If yes, can you please provide the date, time, and location?

Answer: No, this is not an Invitation for Bid, rather a Request for Proposal. Awarded contract selection is not solely based on pricing. Other factors will be considered.

Question: If there is a liquidation penalty on contract Ex: If security officer comes late there will be a penalty on the contract or budget cost? Was there a liquidation penalty on the previous contract?

Answer: Please see the RFP – Page 9.

Question: When do you anticipate the start date of a contract resulting from the award of this solicitation?

Answer: January 1, 2024.

Question: What is your preferred transition schedule? More specifically, how much time from the award date to the contract start date do you anticipate?

Answer: Contract review will be conducted by mid-October. Anticipated transition period will occur prior to December's holiday schedule in order for a full transition on January 1st.

**END OF ADDENDUM**