

September 15, 2023

TO: All Proposers under **RFP 23-500649, Uniformed Security Guard Services**

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. # 1

RFP 23-500649, Uniformed Security Guard Services, is hereby amended as follows:

1. **ADD:** The Scope of Work (SOW) for the UCO Center, 774 Jordan Lane is attached and incorporated into the RFP. *(pages 9 and 10 of this addendum)*
2. An updated SOW for DeKalb County Fire Rescue Headquarters is hereby attached and incorporated into the RFP, please see Revised Page 33. *(page 11 of this addendum)*
3. An updated SOW for DeKalb County Police Headquarters is hereby attached and incorporated into the RFP, please see Revised Page 36. *(page 12 of this Addendum)*
4. An updated SOW for Scott Candler is hereby attached and incorporated into the RFP, please see Revised Pages 41-43. *(pages 13-15 of this Addendum)*
5. **DELETE Pages 54-55, Attachment A, Cost Proposal and REPLACE with REVISED Pages 54-55, Attachment A, Cost Proposal.** *(pages 16-18 of this Addendum.* You must utilize the Revised Cost Proposal, Attachment A, attached to this Addendum in your submission.
6. We have received questions pertaining to this Request for Proposals. The questions and their resulting answers appear below:
 - A. **Question:** Who is the current Primary Security Provider, and who is the current LSBE or LSBE-MPA Provider of Security Services for the Sites Outlined in RFP 23-500649?
Answer: All N One Security is the Primary Security Provider, Flagship Security is the current LSBE.
 - B. **Question:** What are the current hourly bill rates for the unarmed security officers assigned to the sites listed in RFP 23-500649?
Answer: This information can be supplied through an Open Records Request through our website at: <https://www.dekalbcountyga.gov/open-records-request-purchasing>.
 - C. **Question:** What are the current hourly bill rates for the armed security officers assigned to the sites listed in RFP 23-500649?
Answer: This information can be supplied through an Open Records Request through our website at: <https://www.dekalbcountyga.gov/open-records-request-purchasing>.

- D. **Question:** Do any of the sites listed in RFP 23-500649 require 2-way radios, if so who provides this equipment, the contractor or county?

Answer: Please review the SOW for each location listed in the solicitation beginning on page 19 – 44 for the specific requirements of each site. Unless otherwise noted, the contractor is responsible for the outfitting of their personnel to correspond to the request.

- E. **Question:** Why is the security contract out for bid with the current provider(s) in their 4th year of the previous award in 2019?

Answer: The contract was awarded in July 2019 which served as the first year of the contract. The contract expires December 31, 2023.

- F. **Question:** How many sites have a landline phone available for use by security?

Answer: Posts in main buildings generally have a phone at the guard station. Guard shacks may or may not have landline phones. Scope of Work II. H. states “Contractor shall provide a means of communication (cell phone) to its security guard(s) providing security service(s) to DeKalb County. The security guard(s) must be able to have a means to communicate with their assigned supervisor/manager and/or main office. Where multiple guards are stationed at a location, a minimum of one guard shall be equipped with a cellphone.

- G. **Question:** PAGE 33 of 92 (1950 West Exchange Place, Tucker, GA 30084) has the working schedule Monday through Friday as 0830 to 1700, however it says that the hours of coverage are 40. This looks to be 42.50 hours QUESTION: Which is correct, and if it is 40 hours how do you account for the additional 1/2 hour each day?

Answer: 42.50 hours is correct. The hours at 1960 W. Exchange have also been adjusted to 0830-1700 for a total of 42.50.

- H. **Question:** PAGE 41 of 92 (1580 Roadhaven Drive, Stone Mountain, GA 30083) QUESTION: How many Patrol Vehicles are needed for patrolling this site, is it one or two vehicles on each shift?

Answer: 1 vehicle per shift.

- I. **Question:** The vehicles that are needed for the Clevemont Rd, Winters Chapel Rd, and Roadhaven Dr. facilities. QUESTION: Where should the cost for these vehicles be provided on Attachment A Cost Proposal Form?

Answer: The proposed hourly rate for each of those sites should be inclusive of all costs associated with providing the service.

- J. Question:** The Worksource DeKalb (774 Jordan Lane, Bldg 4, Decatur) appears on the Cost Proposal Form, but there is not a detailed scope sheet in the “County Facility” Location section starting on page 19 of the RFP. Is this site location included in the RFP? Will we receive a detailed scope sheet for this location. I have the same question for the UCO location (774 Jordan Lane, Suite 200).

Answer: Please see the enclosed SOW for UCO attached hereto. Worksource DeKalb has been removed from the solicitation.

- K. Question:** Am I correct in saying that the responses will be attached to the RFP from <https://www.dekalbcountyga.gov/purchasing-contracting/bids-itb-rfps/>?

Answer: Any information related to this solicitation can be found on the above website under the appropriate grid containing the solicitation information.

- L. Question:** How many vehicles are currently assigned for sites and or how many vehicles are required for this RFP?

Answer: Your proposal should be respondent to all areas of the “Scope of Work” for each location. DeKalb County does not provide vehicles.

- M. Question:** Since each site is required to have a supervisor, can a Field Supervisor be assigned to sites where there is only one officer posted for assigned duties?

Answer: Yes, a field supervisor is sufficient. A supervisor need not be onsite at all times but the check-in requirements in the RFP should be met daily.

- N. Question:** Are armed officers required to have less/lethal training?

Answer: Training for guards are regulated by the Georgia Secretary of State and OSHA. Guards must meet the requirements set forth in the aforementioned agencies’ rules and regulations.

- O. Question:** Are armed officers required to carry extra magazines?

Answer: Training for guards are regulated by the Georgia Secretary of State and OSHA. Guards must meet the requirements set forth in the aforementioned agencies’ rules and regulations.

- P. Question:** Do armed officers also carry cuffs, baton or OC spray?

Answer: Training for guards are regulated by the Georgia Secretary of State and OSHA. Guards must meet the requirements set forth in the aforementioned agencies’ rules and regulations.

- Q. Question:** Is the incumbent fulfilling all current HPW (hours per week) as listed on the RFP 23-50049?

Answer: Yes

R. Question: Is there a minimum wage request or requirement?

Answer: State and Federal minimum wage requirements.

S. Question: Are there any other specialized training programs, i.e., CPR, First Aid, etc...that are required for either unarmed or armed positions for this RFP?

Answer: Training for guards are regulated by the Georgia Secretary of State and OSHA. Guards must meet the requirements set forth in the aforementioned agencies' rules and regulations.

T. Question: Unfortunately, we were unaware of the LSBE meetings and were not in attendance. My assumption is that based upon the stringency outlined during yesterday's tours we are unable to move forward in the process? Is there an opportunity for us to sit otherwise in the LSBE meeting?

Answer: No.

U. Question: Per Section V, Contract Administration, Section J., who are First Source Jobs Ordinance beneficiaries?

Answer: Page 50, Section V., Contract Administration, J., First Source Jobs Ordinance, states that, "The First Source Ordinance is a public regulation which requires contractors and beneficiaries of eligible DeKalb County projects to make a good faith effort to hire fifty (50) percent of all jobs using the First Source Registry. Beneficiaries are immediate recipients of county grants or community development block funds administered by the County of at least \$50,000. Contractors include an individual or entity entering into any type of agreement with the County, funded in whole or in part with County funds. Additional information can also be found on Page 70, Attachment F, First Source Jobs Ordinance Acknowledgement Form.

V. Question: Please clarify how and where "Rental/Use" cost proposal should be indicated.

Answer: Please see revised Attachment A-1., Cost Proposal Form attached hereto.

W. Question: Page 21 of 92, number 6 states "...using electronic tracking program." Please advise, (1) if this program is currently installed and owned by DeKalb County or if the successful bidder will need to procure and (2) if a tour scan device meets this requirement.

Answer: The Seminole Road Landfill does not currently have an electronic tracking system. A tour scan device is sufficient. Per Roger Young the bidder would need to provide.

X. Question: Should the contract be awarded to a guard service provider other than the incumbent, is the county interested in incumbent guard personnel being retained, if eligible?

Answer: Yes.

Y. Question: What is the anticipated contract start date?

Answer: January 1, 2024. Refer to Section II., Scope of Work, Q. Transition Plan beginning on Page 17.

Z. Question: I would like to inquire about finding some assistance on navigating the website: <https://lsbecertification.info/pages/Directory/SearchPublic.jsp>. We are in the process of searching for security service subcontractors that might be interested in working with us for RFP 23-500649 - Uniformed Security Guard Services, Dekalb County, GA, however there are only 2 vendors showing up as a search result (shown below). Is there anywhere else I might be able to find more?

Publicly Searchable LSBE Directory

Select search criteria for the LSBE you wish displayed.

Company Name:

Key Words: City:

NIGP Codes: (Separate codes by commas) State:

Status: (Only certified LSBEs)

4 partner(s) found

#	Company	Business Description	Expiration Date	Certification Type	Phone	City	E-Mail
1	1 PLUS LLC	Low voltage, fire alarm, security installation & maintenance	07/30/2024	LSBE-DeKalb	4043462178	Ellenwood	admin@1plusllc.net
2	AUTOMATED SECURITY INTEGRATORS LLC	Security integration solutions, camera installation and service and fire alarm inspecti on, installation, and service	10/31/2023	LSBE-DeKalb	6783722459	Ellenwood	loita@automatedsecurityintegrators.com
3	ELAGOSHIP SECURITY AGENCY	Security Services	03/29/2026	LSBE-DeKalb	7709430718	Decatur	faggahisecurity@comcast.net
4	HAYES SECURITY SERVICES, INC.	Security, Fire Alarms	06/08/2025	LSBE-DeKalb	6784921549	Decatur	camene10@comcast.net

Answer: All Current Registered DeKalb County LSBEs can be located on the website link provided above. You can also clear out the key word and just click Search for the full listing of all Current Registered DeKalb County LSBEs.

AA. Question: With regards to Attachment D “LSBE Subcontractor Reference and Release Form” (shown below), would you please clarify if it is referring to subcontractors our company has previously used?

Answer: Attachment D, LSBE Subcontractor Reference and Release Form is for use by the LSBE your firm you will be partnering with to provide service under this contract. We will do a reference check on the proposed LSBE subcontractor(s).

BB. Question: What was the initial term length of the current contract (for example, 1 year plus 4 year options, etc.)

Answer: This contract was a (multiyear) 5-year contract, July 23, 2019 – December 31, 2023.

CC. Question: What was the amount spent in the last 12 months?

Answer: This information can be supplied through an Open Records Request through our website at: <https://www.dekalbcountyga.gov/open-records-request-purchasing>

DD. Question: Are there any other rates billed separately (such as equipment, vehicles, etc.)

Answer: No.

EE. 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: The requirements are set in the RFP. You can compare the two contracts to observe any changes.

FF. 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.

GG. Question: Is a Bid Bond or performance bond required? If yes, how much?

Answer: Please refer to Section II., Scope of Work, C. Description of Services and Performance Requirements, 2. Honesty Bond on Page 5.

HH. Question: 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.?

Answer: Please refer to Section V., Contract Administration, B., Submittal Instructions on Page 48.

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

Answer: Yes, the public opening is currently scheduled to be held on Thursday, September 21, 2023 at 3:00 PM however, the link information is included and can be found on the County website for updates:

<https://dekalbcountyga.zoom.us/j/82854661499>.

JJ. Question: Are there any MWBE/VS/DBE or other goals for this project?

Answer: No. However, there is a Local Small Business Enterprise (LSBE) requirement of 20%. Please refer to Attachment E, DeKalb First LSBE Information with Exhibits A-B, pages 61-69.

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

Answer: January 1, 2024.

LL. Question: As our agency practices the security industry standard of seeking to hire qualified incumbents to streamline the transition process, may we comply with the following requirement upon award but before the start of the contract: “Provide a roster of current trained guards and identify as armed or unarmed for security officers that may be utilized for this contract.”

Answer: No, this information is required as part of the Evaluation Process to ensure that your firm can meet the requirements for all locations. Please refer to Section III. Proposal Format, 5., Personnel, page 46.

MM. Question: We would like to request for the RFP forms for Uniformed Security Guard Services 23-500649-RFP.

Answer: Go to our website: www.dekalbcountyga.gov/purchasing

On the left hand side of the screen is a menu. You want to select the Bid Opportunities/General Information arrow on the right-hand side, click the arrow and select Active ITBs & RFPs. From there you can either scroll through and view the various solicitations to find the one you are interested in, or you can click ctrl + f (control +f) to find and you can enter in security or 649 and it will take you right to the grid. Select the Project Number (solicitation number) and it will open the requirement for you.

Please review the solicitation in its entirety to ensure conformance and compliance with the requirements.

NN. Question: Due to COVID, we encountered an expected delay that prevented us from attending the site visits. We kindly request the opportunity to reschedule the site visit.

Answer: No, the Mandatory Site Visits will not be rescheduled.

7. It is the responsibility of each proposer to ensure that he/she is aware of all addenda issued under this RFP. Please sign and return this addendum with your Proposal. You may call Jennifer Schofield, Senior Procurement Agent, 404.687.4042; before the Proposals are due to confirm the number of addenda issued.
8. All other conditions remain in full force and effect.

Jennifer Schofield

Jennifer Schofield, NIGP-CPP
Senior Procurement Agent
Department of Purchasing and Contracting

ACKNOWLEDGMENT

Date: _____

The above Addendum #1 is hereby acknowledged:

Name of Firm

Name and Signature

Title

jjs/DR

Utility Customer Operations (U.C.O.)

774 Jordan Lane Suite #200

The following information includes, but is not limited to, the safety and security needs and special requirements for the Utility Customer Operations (U.C.O.) located at 774 Jordan Lane Suite #200, Decatur, GA. These requirements are subject to change with proper notification.

1. There should be one (1) ARMED guard at the UCO (Utility Customer Operations) location from 6:30 a.m. to 7:30 p.m.
2. Schedule of shift coverage is Monday through Friday and possible Saturday and Sundays as needed.
3. The Guard should do a walk thru in the mornings before anyone enters the building and throughout the day for internal and external premises
4. The Guard is responsible for making sure the building is secured nightly before leaving for the evening. The Guard should check all exit doors to insure they are locked and the building is clear of all employees on a nightly basis.
5. The Contractor shall furnish a cell phone and provide the number to the facility staff for use during an emergency. The cell phone shall not be used for personal calls during the shift.
6. The Guard shall be available to intervene with any incident if requested by the staff of the facility.
7. The Guard shall direct and escort if needed any deliveries and or visitors to the proper Department or Office within the building.
8. Guard shall post at the UCO lobby and staff the main reception /desk and monitor visitors to ensure they sign-in, direct and escort visitors if needed, conduct screening with a hand held wand metal detector as needed on persons entering the building. This position should be staff from 6:30 a.m. until 7:30 p.m. Monday - Friday.
9. During an emergency, the Guard will work with the safety committee to make sure the building is evacuated of all persons, and/or all persons are safely secured. They will contact the emergency responders (i.e. 911 etc.) and make sure the frontline cashiers drawers/tills are locked and secured before exiting the building.
10. The guard will check all employee badges before allowing them to re-enter the building first after an emergency.
11. The Guard shall keep a Daily Report in which he will make an entry describing events that have transpired during the shift. The Guard shall also report any unsatisfactory condition(s) to be conveyed to the designated County Point-of-Contact and included in submitted reporting (Weekly, Monthly reports, etc.) to the Contract Manager and Purchasing and Contracts.

Utility Customer Operations (U.C.O.)

774 Jordan Lane Suite #200

12. The Contractor shall provide supervisory personnel to ensure that service is being adequately performed at all times and a telephone number at which the supervisor may be reached. The Contractor must have a supervisor physically check each Guard on duty on a daily basis a minimum of 1 time per Guard per shift.
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REVISED

DeKalb County Fire Rescue Department Headquarters Building **1950 West Exchange Place, Tucker, GA 30084**

The following information includes, but is not limited to, the safety and security needs and special requirements for DeKalb County Fire Rescue Department Headquarters Building, 1950 West Exchange Place, Tucker, GA 30084. These requirements are subject to change with proper notification.

1. The Guard is to be **UNARMED.**
2. Hours of coverage are 42.5 hours, Monday through Friday 0830 to 1700.
3. The Contractor shall furnish a cell phone and provide the number to the facility staff for use during an emergency. The cell phone shall not be used for personal calls during the shift.
4. The Guard shall patrol the interior public areas of 1950 West Exchange Place and monitor the activity of the patrons during business hours.
5. The Guard shall be available to intervene with any incident if requested by the staff of the facility.
6. The Guard shall verify any deliveries to the facility and shall contact the prospective section to receive packages.
7. After the facility closes for the evening, the guard shall patrol all public areas of the building and both front and rear parking areas.
8. The Guard shall keep a Daily Report in which he/she will make an entry describing events that have transpired during the shift. As well as reporting any unsatisfactory condition(s), such condition(s) shall be remedied immediately by notifying Police, Fire Services, Parks and Recreation, Transportation or DEMA staff. Refer to Section L, Reporting, above.
9. The Contractor shall provide supervisory personnel to ensure that service is being adequately performed at all times and a telephone number at which the supervisor may be reached. The Contractor must have a supervisor physically check the Guard on duty a minimum of two times per eight hour shift.
10. Deputy Chief Jason Smith, telephone (404) 655-8496, is the designated and authorized agent for performing the supervision, acceptance of work detail, and other operational features for DeKalb County Fire Rescue Department Headquarters Building, 1950 West Exchange Place (Fire Rescue Headquarters).

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POLICE HEADQUARTERS BUILDING 1960 W EXCHANGE PLACE

Special requirements for the Police Headquarters Building located at 1960 W Exchange Pl, Tucker, GA. These requirements are subject to change with proper notification.

5. There should be one (1) guard UNARMED.
6. Schedule of coverage is Monday through Friday (excluding County holidays), 0830 hrs to 1700 hrs
7. The Guard shall post at the ground floor lobby and staff the walkthrough metal detectors to monitor and screen persons entering; where needed, the guard shall conduct additional screening with a hand held wand metal detector.
8. The Guard shall be available to assist with any incident if requested by the staff of the facility.
9. The Guard shall direct any deliveries to the facility for County personnel to the proper location or office within the building.
10. The Guard shall sign vendor service requests when needed at times when a contractor or vendor performs general service that needs a signature of verification of completion. The Guard shall be expected to sign only to confirm the listed service was performed.
11. The Guard shall check designated areas and ensure access is available before the building opens to the public; if the public entrance doors fail to unlock automatically as scheduled, Guard shall notify designated personnel.
12. The Guard shall ensure the public entrance doors lock automatically and that the main entrance is secure from public or general access when the building closes.
13. The Guard shall keep a Daily Report in which he/she will make an entry describing events that have transpired during the shift. The Guard shall also report any unsatisfactory condition(s) to be conveyed to the designated County Point-of-Contact and included in submitted reporting (Weekly, Monthly reports, etc.) to the Contract Manager and Purchasing and Contracts.
14. The Contractor shall provide supervisory personnel to ensure that service is being adequately performed at all times and a telephone number at which the supervisor may be reached. The Contractor must have a supervisor physically check the Guard on duty on a daily basis a minimum of 1 time per Guard per shift.
15. Contract Manager (currently Lt M.S. Armistead) is the designated County and Departmental Point-of-Contact for the Police Headquarters Building, telephone number: 404.557.7993.

WATERSHED MANAGEMENT DIVISION

**ROADHAVEN FACILITY, SCOTT CANDLER FILTER PLANT AND SNAPFINGER
ADVANCED WATER TREATMENT FACILITY**

The following information includes, but is not limited to, the Safety and Security Needs and Requirements for the Watershed Management Division, Roadhaven Facility, 1580 Roadhaven Dr. Stone Mountain, GA 30083, Scott Candler Filter Plant, 4830 Winters Chapel Road, Atlanta, GA 30360 and Snapfinger Advanced Water Treatment Facility, 4224 Flakes Mill Road, Decatur, GA. These requirements are subject to change with proper notification.

1. The Guards are to be **Unarmed**.
2. Hours of Coverage are:
 - A. Roadhaven Hours: 24 hours a day, in shifts running 6:30 AM -2:30 PM (Guard 1 and Guard 2) 7:00 AM to 3:00 PM (Guard 3 and Guard 4), 2:30 PM – 10:30 PM (Guard 5 and Guard 6), 3:00 PM to 11:00 PM (Guard 7 and Guard 8), 10:30 PM – 6:30 AM (Guard 9 and 10) and 11:00 PM to 7:00 AM (Guard 11 and Guard 12) Monday thru Sunday.
 - Holidays: 24 hours in shifts Weekends: 24 hours in shifts.
 - B. Scott Candler Hours: 24 hours Rover Patrol in shifts running 6:30 AM -2:30 PM (Guard 1) 7:00 AM to 3:00 PM (Guard 2), 2:30 PM – 10:30 PM (Guard 3), 3:00 PM to 11:00 PM (Guard 4), 10:30 PM – 6:30 AM (Guard 5) and 11:00 PM to 7:00 AM (Guard 6) Monday thru Sunday., 18 hours Booth Guard (6:00 AM to 12:00 AM, Monday thru Friday.
 - C. Snapfinger Hours: 6:30 AM to 2:30 PM, (0630 – 1430); Rover 7:30a to 3:30p Monday thru Friday;
 - D. 178 Sams Street Building B, Armed Security 7:00 am- 7:00 pm Monday-Friday.
3. During the initial two weeks of the contract, a supervisor must work with each shift to ensure compliance. Supervisors will be required to make post inspections in person a minimum of two (2) times per eight (8) hour shift (a telephone call is not sufficient); and submit post inspection reports to authorized County agent for submission to Department Head. A Lead Supervisor is required for the 2nd and 3rd shifts at the Roadhaven location.
4. Guard shall log the receiving of the patrolling system, and will make clock rounds each hour at various times. Each hour's rounds should never be the same time. Watershed Management will provide written special post orders to the guard on duty as needed
5. Guard shall make a mounted round each hour in addition to and separate from the walking round. During the mounted round, the Guard shall drive a vehicle supplied by the vendor equipped with a searchlight and inspect the equipment yard and perimeter to the Roadhaven Facility. There are two (2) facilities that Tour scan equipped and have over 20+ points that will need to be accessed during the shifts as required.
6. Guard shall make a telephone/radio check with the Guard's Office after each round is completed. Evidence of Guard's radio/telephone checks with Guard's superiors shall be provided to the Watershed Management weekly.

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7. No vendors will be allowed to make pick-ups or deliveries after the normal day shift, Monday – Friday, 9:00 AM – 3:30 PM, unless otherwise notified by County agent. Guard shall ask for a list of day shift County personnel that are still in the field working and ensure that County personnel are able to get into the building to clock out when going off duty.

8. Guard shall ensure that no visitors or family members visit with on-duty personnel. Guard shall make sure that absolutely nothing is transferred, exchanged, or given to anyone including off- duty personnel by those personnel on duty. There shall be no exceptions to this policy. Each time crew vehicles enter the yard; the gate shall be locked behind them. Guard shall note the following information on the Daily Report to be provided to the Facility Manager:
 - list all vehicles entering and exiting premises (numbers and descriptions, name(s), reason for entry, and the time of movement.
 - the date and time the item was removed
 - the location or vehicle from which the item was removed
 - a description of the item (including an amount)
 - the reason described item was removed
 - a description of the location or vehicle from which the item was removed, including address of job in which it would be used as well as well as who removed it (all names of employees) and the vehicle they were driving (numbers and descriptions).

9. Guard shall keep a daily report in which Guard shall make an entry describing events that have transpired during the shift, as well as reporting any unsatisfactory condition(s), such condition(s) shall be remedied immediately by notifying Police, Fire Services, Emergency Medical Service, or Watershed Management authorized personnel.

10. Guard shall follow standard operating procedures posted in each guard shack to ensure that certain lights are on for security purposes.

11. Guard shall be most visible outside during peak hours where employees are arriving and leaving. Guard shall escort staff to vehicle when requested.

12. The Guard shall be available to intervene with any incident if requested by the staff of the facility.

13. A thorough inspection including, but not limited to windows, doors, exits, etc., shall be made and any condition needing attention shall be reported to the Facility Manager.

14. In case of a false alarm, notify authorized personnel listed for emergency after turning off the alarm. Guard shall complete and sign the Incident Report and submit to the Facility Manager no later than the beginning of his/her shift the next day.

15. As soon as possible, the Contractor shall rotate security guard personnel to the

Roadhaven, Snapfinger and Scott Candler facilities, to learn all posts. All Security Guards shall be required to follow the work schedule and adhere to all requirements.

16. It is the purpose of these specifications to provide adequate security at the Roadhaven, Snapfinger and Scott Candler facilities. If in the judgment of the County the services rendered are not adequate, it may authorize changes in the services or locations of stations to provide the security needed.
17. Safety Security and Facilities Operations Manager Ozell Hayes, telephone (404) 769 - 3463 Is the designated contact person who will oversee all security operations for the Department of Watershed Management for DeKalb County, to include all operational features of the contract. If Mr. Hayes cannot be reached, contact designated Security Administrator Takiah Riggins, 678.365.6776 or Safety Administrator Portia Gyamfi, 678.758.7729.

**REVISED ATTACHMENT A
COST PROPOSAL FORM**

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H
Location	No. of Guards	Estimated Hours	Billed Hourly Rate	(B*C=D) Extended Cost	Billed Holiday Rate	Holiday Estimated Hours	(E*F=G) Holiday Extended Cost	(D+G=H) Totals
Armed Security Guard Services								
DeKalb-Atlanta Human Service Center 30 Warren St SE, Atlanta	1	3,000						
DeKalb Atlanta Senior Center - 25 Warren St SE, Atlanta	1	2,250						
Lou Walker Senior Center - 2538 Panola Road, Stonecrest	2	6,000						
Code Enforcement Building - 180 Sams Street; Suite B0100	1	2,625						
UCO - 774 Jordan Lane, Suite 200, Decatur	1	3,250						
South DeKalb Senior Center 1931 Candler Road, Decatur	2	4,250						
North DeKalb Senior Center 3393 Malone Drive, Chamblee	1	2,375						
East DeKalb Senior Center 2449 Bruce Street, Lithonia	1	2,375						
Central DeKalb Senior Center 1346 McConnell Drive, Decatur	1	2,375						
East Central DeKalb Senior Center 4885 Elam Road, Stone Mtn	1	2,250						
Tax Commissioner/Motor Vehicle Tag Office 4380 Memorial Drive	1	2,500						
Shirley A. Trussell 178 Sams Street	3	7,625						
Shirley A. Trussell - Watershed Mgmt 178 Sams Street	1	3,000						
Armed Security Guards Totals	17	43,875						

**REVISED ATTACHMENT A
COST PROPOSAL FORM**

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H
Location	No. of Guards	Estimated Hours	Billed Hourly Rate	(B*C=D) Extended Cost	Billed Holiday Rate	Holiday Estimated Hours	(E*F=G) Holiday Extended Cost	(D+G=H) Totals
Unarmed Security Guard Services								
Watershed - Roadhaven Facility - 1580 Roadhaven Dr., Stone Mtn.	12	100,800				3,168		
Scott Candler Filter Plant - 4830 Winters Chapel Rd., Atlanta	6	7,500						
Snapfinger AWTF - 4224 Flakes Mill Rd, Decatur	2	4,000						
Tax Commissioner's Office 4380 Memorial Drive, Stone Mtn	1	1,560						
Seminole Landfill - 4203 Clevemont Rd, Ellenwood	1	2,250				264		
Fleet Management - 5350 Memorial Dr., Stone Mtn.	1	5,564				264		
Fleet Management - 3043 Warren Rd., Decatur	1	5,764				264		
Tax Commissioner/Motor Vehicle Tag Office - 4380 Memorial Dr, Stone Mtn	1	2,500						
DeKalb County Fire Rescue HQ - 1950 West Exchange, Tucker	1	2,125						
DeKalb County Police HQ - 1960 West Exchange, Tucker	1	2,125						
Voter's Registration - 4380 Memorial Dr., Stone Mtn.	1	2,000						
Maloof Administration Building 1300 Commerce Drive, Decatur	4	8,775						
DeKalb-Atlanta Human Service Center 30 Warren Street, Atlanta	1	3,000						
Shirley A. Trussell 178 Sams Street	4	8,750						
Shirley A. Trussell - Watershed Mgmt 178 Sams Street	4	8,750						
Unarmed Security Guards Totals	41	165,463				3,960		
GRAND TOTALS	58	209,338				3,960		

REVISED ATTACHMENT A

Cost Proposal Form

A-1

Rental/Use of County Facilities Requiring Security Services

The County has determined that any party or entity who rents or utilizes County property, if required to use security services, shall obtain said security services from the selected Contractor. Those services shall be contracted for outside of the contract resulting from this RFP. A price for these services shall be listed herein on the cost proposal, submitted in a separate sealed envelope and any contract between an outside entity and the selected Contractor for services to be rendered on County property shall reference the cost proposal to this RFP.

Price per Armed Guard: \$ _____

Price per Unarmed Guard: \$ _____