DeKalb County
GEORGIA

April 8, 2019

TO: All Bidders under **RFP No. 19-500513, Uniformed Security Guard Services**

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

ADDENDUM NO. # 3

Request for Proposals (RFP) No.: 19-500513, Uniformed Security Guard Services, is hereby amended as follows:

1. **DELETE** Page 3 of the RFP and **REPLACE** with **"Revised Page 3"** as attached hereto.

2. **DELETE** Page 23 of the RFP and **REPLACE** with **"Revised Pages 23 and 23a"** as attached hereto.

3. **DELETE** Pages 33-34 of the RFP and **REPLACE** with **"Revised Pages 33-34"** as attached hereto.

4. **DELETE** Pages 54-57, Attachment A, Cost Proposal Forms and **REPLACE** with **"Revised Pages 54-57, Attachment A, Cost Proposal Forms"** as attached hereto.

5. **DELETE Section VI. AWARD OF CONTRACT on Page 52** and **REPLACE** with the following:

VI. AWARD OF CONTRACT

An evaluation committee will review and rate all proposals and shall determine if interviews are necessary.

The County reserves the right to conduct optional interviews with all responders or a short listed group of responders. The Evaluation Committee may award a maximum of ten (10) points to each interviewed responder. If the County determines that it is in its best interest to develop a short list of responders for interview, it shall be based on the following calculation:

Highest Responder Score – Interview Points = Short Listed Score

Example: 91 – 10 = 81. Any responder with a score of 81 or greater would be interviewed.

If interviews are conducted, firms will be scheduled for an oral presentation to the evaluation committee, not to exceed one hour's duration, to respond to questions from the evaluation committee relevant to the firm's proposal.

The evaluation committee will make its recommendation for award to the DeKalb County Board of Commissioners, who will make the final decision as to award of contract.

6. The following County Facility Locations and Required Hours of Coverage have been **ADDED** to the RFP and are attached hereto:

   i. **South DeKalb Senior Center – 1931 Candler Road**
   ii. **North DeKalb Senior Center – 3393 Malone Drive**
   iii. **Lithonia Senior Center – 2484 Bruce Street**
   iv. **Central DeKalb Senior Center - 1346 McConnell Drive**
   v. **UCO Operations – 774 Jordan Lane**

7. We have received questions pertaining to this Request for Proposals. The questions and their resulting answers appear below:

   A. ***Question***: Are you looking for an Honesty Bond or a Dishonesty Bond?

   Answer: *A Dishonesty or Fidelity Bond is sufficient. Individual employee bonds are not required.*

   B. ***Question***: Under the Technical Proposal; Section 5; Letter a. – Are we only supposed to include a roster for our security officers in Atlanta and not all of our officers nationwide. Is that correct?

   Answer:. *Only provide security officers that may be utilized for this contract.*

   C. ***Question***: The required proof of insurance or bonding requirements is provided after contract award. Is this correct?

   Answer: *A Certificate of Insurance is required with the submission of your response, refer to updated Page 3, Required Documents Checklist, attached hereto.*

   D. ***Question***: If possible, please assist with clarifying the coverage hours for the Roadhaven facility. The Scope of Work, page 33 has the following:

   Roadhaven Hours: 24 hours a day, in shifts running 7:00 AM to 3:00 PM (Guard 1 and Guard 2), 3:00 PM to 11:00 PM (Guard 3 and Guard 4), and 11:00 PM to 7:00 AM (Guard 5 and Guard 6) Monday thru Sunday. Holidays: 24 hours in shifts Weekends: 24 hours in shifts. (This would appear to be 336 weekly hours, or 17,472 annual hours)

   Answer: *Please refer to the Revised Pages 33-34, attached hereto.*

E. ***Question:*** Attachment A page 55/93 has the following: Watershed - Roadhaven Facility - 1580 Roadhaven Dr., Stone Mtn. (6,240 annual hours). What are the total hours, either weekly or annually?

Answer: *Please refer to the Revised Pages 33-34 and the Revised Attachment A, Revised Cost Proposal Forms Pages 54-57, attached hereto.*

F. ***Question:*** The scope of work page 33/93 specifies that the vendor will supply a vehicle for the Roadhaven site. How much will the vehicle be driven daily, please quantify in miles or possible the number of hours per day

Answer: *Please refer to the Revised Pages 33-34, attached hereto for complete Scope of Work.*

G. ***Question:*** We are writing to see if a representative who attended today can have an additional site visit at Roadhaven after the visits on tomorrow.

Answer: *No additional site visits will be made available.*

H. ***Question:*** The RFP lists 10 holidays. What is DeKalb's policy for holiday pay for security personnel? Should holidays be included in the rate or billed as incurred?

Answer: *Please refer to, Page 13, Section K, Work Hours for holiday pay requirements and the Revised Attachment A, Revised Cost Proposal Forms Pages 54-57 to provide holiday pay rates, attached hereto.*

I. ***Question:*** On page 56 of the RFP, the hours per week total 1,665.76 while on page 57, the hours per week total 1,691.35. Can DeKalb please clarify the correct hours of service per week?

Answer: *Please refer to Revised Attachment A, Revised Cost Proposal Forms Pages 54-57, attached hereto for updated hours per year.*

J. ***Question:*** Does this contract require a dedicated Account Manager? If so, should this person be salaried? Should the position be included in the rates or direct billed?

Answer: *The Contractor must determine how their contract is managed. However, the County does require primary contacts to discuss the contract, when applicable. Determination of how to pay for this position is a business decision and must be determined by the Contractor.*

K. ***Question:*** Will the contractor have access to the data collected from the TourScan systems at various building?

Answer: *The data shall be furnished upon request to the Awarded Contractor.*

L. ***Question:*** Can DeKalb please clarify if contractor must supply timesheets for every security employee at each facility every week? Is the contractor required to do this if contractor systems automatically generate invoices based only on hours worked by personnel?

Answer: *For the purposes of this RFP for Invoice Procedure, references to timesheets equate to the site sign in sheets for the guards daily attendance, provided by the County. Yes, when invoices are billed to the County, copies of the sign-in sheets should be submitted with the invoice.*

M. ***Question:*** What type of 4x4 vehicle does DeKalb prefer (pg 38)? What is the estimated mileage for this vehicle? What length of lease? Is this the only vehicle the contractor is required to provide?

Answer: *Vehicle preference is up to the contractor, provided that the vehicle meets the needs for the site it will be utilized for. Estimated mileage is unknown, however, the post is a roaming patrol. DeKalb has not input regarding the length of lease as that is a business decision made by the company. Please refer to each location's Scope of Work, in the RFP and attached hereto to determine the number of vehicles required.*

N. ***Question:*** There are 10 cell phones listed in the RFP. Can DeKalb confirm if this is the correct total number that the contractor is expected to provide?

Answer*: Refer to Page 8, Section H., 1(h.), as well as each location's Scope of Work for cell phone requirements to obtain the accurate total required.*

O. ***Question:*** In addition to the vehicle and cellphones, is the contractor expected to provide any other equipment? If so, can DeKalb please provide specific descriptions and quantities for each item required?

Answer: *Please refer to the Scope of Work on Page 4, Section 2, A. and each location's Scope of Work for Contractor's requirements.*

P. ***Question:*** Reference page 47 item 7. Regarding the requirement for 3-years of financial statements, our group entity has been providing security services overseas however our US registered company was established in 2018. We can provide financial statements for the combined group without problem and these cover the requirement of the RFP. Will GROUP financial statements be acceptable and we can confirm that the group name is the same, it is merely the geographical location which differs. We can confirm that our Group financial statements are *independently* audited.

Answer: *Dependent on which entity (Parent or Subsidiary) submits the response and enters into the contract. If the Subsidiary submits, a guarantee may be required from the Parent entity.*

Q. ***Question:*** Clarification is needed on whether an employee roster is to be submitted with the cost proposal.

Answer: *Please refer to Page 46, Section III., Proposal Format, B. Technical Proposal, No. 5a., Personnel.*

R. ***Question:*** Clarification is needed on how soon officers are to be in place once bid is awarded. Will notice to proceed occur before or after the submission of the Transition Plan?

Answer: *Please refer to Page 19, Section II., Scope of Work, Q. Transition Plan regarding the final Transition Plan submittal. The Notice to Proceed will be issued after the County's approval of the Final Transition Plan.*

S. ***Question:*** Must the awarded company provide their own security tracking software, or is one provided at Seminole Road.

Answer: *Please refer to Page 18, Section II., Scope of Work, M. Monitoring for attendance tracking, however, any location that utilizes "Tourscan" or similar system the County provides. However, if vendor has a system to utilize or implement, please provide details of such in the response.*

T. ***Question:*** Para II A of the RFP mentions metal detectors and X-Ray machines. Please confirm that these units are provided by De Kalb County and all maintenance and calibration is the responsibility of De Kalb County. We assume our staff are there to operate such equipment, but calibration and maintenance is the responsibility of De Kalb County.

Answer: *Confirmed.*

U. ***Question:*** Para II B 3 indicates that gun permits are required to cover the period of the contract. Should this be one year or five years?

Answer: *All Armed Guards working an Armed Location Post for the County must be properly licensed and permitted prior to assignment and while working at that Post.*

V. ***Question:*** Para II B 5 indicates that five references are required to cover scopes of a similar size. Our US registered entity has only 18 months trading experience however our Group entity meets the requirement of the RFP for past performance. Is it acceptable to provide references from the Group entity rather than the US registered entity?

Answer: *Yes, provided that the references provided can be contacted and verified.*

W. ***Question:*** Para II F 2 of the RFP states that facility keys retained on site after hours shall be secured in a place and in a manner where they cannot be removed without authority. Are such facilities provided by De Kalb County or by the contractor?

Answer: *The County shall be responsible for securing County keys.*

X. ***Question:*** Para II F3 of the RFP makes reference to TourScan Stations. Please confirm that DeKalb are responsible for all costs related to the supply, delivery, maintenance and upkeep of TourScan equipment? If not, please indicate the scope and number of locations that use TourScan.

Please provide the locations and number of checks required for clock rounds using TourScan as we note that there is a financial penalty for round inspection failure.

Answer: *Yes, the County is responsible for all costs related to any use of Tourscan equipment. (a) This information will be provided upon award to the successful contractor(s).*

Y. ***Question:*** Para II F7a Supervisor Assignment. Some facilities have minimal number of personnel on duty. Can DeKalb allow shared facility supervision where personnel are minimal?

Answer: *Yes.*

Z. ***Question:*** Please provide a list of all DeKalb owned property to be used by the contractor on this contractor, ideally by site.

Answer: *Specific lists are unavailable, however, contractor can use desk, chairs, restroom facilities and writing implements at locations.*

AA. ***Question:*** Para II L 1b, c and d. Incident Report, Monthly Report and Annual Report makes mention of MS Project compatible format. Will an Excel spreadsheet be acceptable for import into MS Project or will De Kalb provide a sample incident report that is compatible with MS Project? We note a report can be hand written, but our systems are likely to be typed and we can offer Word, Excel, PDF, CSV however guidance would be appreciated.

Answer: *Yes, an Excel spreadsheet would be acceptable. Report formats and submissions can be discussed and finalized with the awarded vendor.*

BB. ***Question:*** Para II Q b indicates the requirement for a Transition Plan to be submitted within 14 days of award of the contract and yet para 1 B of the RFP states that services shall commence within (10) calendar days of acknowledgement of notice to proceed. Can you confirm the stand-up period including Transition from contract award to first day of performance?

Answer: *A Transition Plan is required to be submitted with the proposal per the requirements in Section II., Scope of Work, Q. Transition Plan. Upon Notice of Award, the awarded Contractor is required to submit a final Transition Plan. After approval of the final Transition Plan and the County's issuance of the Notice to Proceed, the Contractor must actually begin services. We expect a 15-30 day period between Notice of Award and first day of service.*

CC. ***Question:*** We note the requirement for a non-Georgia entity to submit a certificate of authority to transact business in Georgia. See RFP Section V.K on page 51. May we submit a Certificate of Existence issued by Georgia Secretary of State in satisfaction of that requirement? A Certificate of Existence will disclose the date a foreign entity was authorized to transact business in Georgia.

Answer: *Yes.*

DD. ***Question:*** We note that Contract Article V.I.4.c on page76 requires proof of contractor's protective coverage for any subcontractor's operations. It is our understanding that such coverage is typically carried by construction project owners and general contractors to protect them from liability from the actions and omissions of other contractors and subcontractors. That coverage is not typically used in the security industry and our company does not carry it. Will the County to delete that requirement? Even if the Contractor does not carry that coverage, the County will nonetheless be protected against the negligent actions of any subcontractor in its capacity as an additional insured under the contractor's insurance, which is required by Contract Article V.I.2.a on page 76 of the contract.?

Answer: *Yes, the County can waive contractor's protection for this procurement under Contract Article V.I.4.c on page 76.*

EE. ***Question:*** Per the Cost Proposal form on page 57, rates may be increased at the start of each contract year. We appreciate the allowance of planned rate adjustments for each contract year. Will the County allow additional rate adjustments as needed from time to time to permit the Contractor to increase rates with automatic effect in order to recoup increases in the following costs that are outside the Contractor's control: Federal, state or local taxes, levies, or required withholdings; costs under collective bargaining agreements; minimum wage rates and other statutory requirements, such a legally mandated sick leave costs; and medical and other benefit costs?

Answer: *No.*

FF. ***Question:*** Is the County exempt from payment of State and local sales and use taxes?

Answer: *Yes.*

GG. ***Question:*** Page 9 of 93 indicates that Facilities are Equipped with TourScan Stations and that Security Guard(s) are required to make hourly rounds utilizing the TourScan equipment where installed. Can you please indicate how many TourScan Stations are currently installed and verify that this equipment is provided by the Dekalb County?

Answer: *Information regarding Tourscan locations shall be made available to the successful contractor, Tourscan equipment is provided by DeKalb County.*

HH. ***Question:*** ATTACHMENT A COST PROPOSAL FORM includes a column titled Ext Cost. Can you please indicate what this is for?

Answer: Please refer to Revised Attachment A, Revised Cost Proposal Form Pages 54-57 as attached hereto for correct calculation and clarification.

II. Question: Can you please verify that the 4 x 4 vehicle for PUBLIC WORKS DEPARTMENT/SANITATION DIVISION SEMINOLE ROAD LANDFILL is the only required vehicle? Please provide the annual mileage for the patrol vehicles over the last two (2) calendar years? Does the County have any requirement on the age or condition of the vehicle?

Answer: *Please refer to each location's Scope of Work to determine which sites require 4x4 vehicles. Annual mileage of current vendor's vehicles is unknown. Requirements for the vehicle are that it functions, is a professional company owned vehicle, no leaks and is registered and insured.*

JJ. ***Question:*** Page 10 of 93 states that the "Contractor must have a supervisor assigned to each facility." Can you please verify that a supervisor must be assigned to each facility listed on ATTACHMENT A COST PROPOSAL FORM? Can you please indicate if these supervisors should be included in the schedule or if they should be outside the schedule? If these supervisors are not included in the hours shown on the Cost Proposal Form are these positions billable separately?

Answer: *One supervisor may supervise multiple locations, however, we require a designated supervisor(s) for each location. All costs must be included in the billed hourly rate on the Revised Attachment A, Revised Cost Proposal Forms Pages 54-57, attached hereto. There are no separate billable costs.*

KK. ***Question:*** Are the radios provided by Dekalb County or do they need to be provided by the vendor? If vendor provided, how many radios are required by the contract? If vendor provided, what type of radio and supporting equipment is currently deployed (please include items such as repeaters, base stations, etc.)?

Answer: *The County will provide a two-way radio if utilized/required in lieu of a telephone on select locations.*

LL. ***Question:*** Please describe which posts are self-relieving and those requiring relief officers, and describe current relief procedures?

Answer: *The County's point of contact for each site implements relief procedures. These procedures will be shared with the successful contractor.*

MM. ***Question:*** Training- approximately how many hours of training are required for officers to be considered ready for duty? Are all or any of those hours billable?

Answer: *The guard should be familiar with the site's Scope of Work to perform the duties and responsibilities as required. At a minimum, all State Mandated training must have been completed prior to the guard reporting for duty. It is the awardee's responsibility to ensure that the guard is knowledgeable of the on-site policies and procedures of their respective post. Specific training for each site will be provided by the designated County contact. No, training hours are not billable prior to commencement of services.*

NN. ***Question:*** What type of firearm is required by the County for the armed positions? Do the armed officers require any other special equipment? For example, Body Armor?

Answer: *There is no requirement regarding the type of firearm, however, no armed guard will use ammunition that exceeds the ballistic protection of Level IIIA protection according to NIJ 0101.06 armor protection standards. The County has no other special equipment requirements. No body armor is required by the County.*

OO. ***Question:*** Page 9 of 93 indicates "In the event County staff are required to come out after 5:00 p.m. Monday through Friday or anytime on weekends or holidays in order to open the facility because of Security Guard(s) error (locked the facility keys in the building, etc.), there will be a flat rate charge of Fifty Dollars ($50.00) assessed to the Contractor for this service. In the event facility keys are lost by the Guard, there will be a Seventy-five Dollar ($75.00) replacement charged assessed to the Contractor for keys." Can the County please indicate how much has been charged to the vendor over the last two years?

Answer: *$0.00.*

PP. ***Question:*** If I missed one of the Mandatory Site Visits and wanted to submit as a Prime will my proposal be rejected?

Answer: *Please refer to RFP page 49, Section V.C., Pre-Proposal Conference and Site Visit, Addendum No. 1, dated March 6, 2019 and Revised Page 3, as attached hereto.*

QQ. ***Question:*** Can you advise as to the Type and Amount of the Fidelity Bond as listed in the Standard County Contract for Professional Services?

Answer: *A Fidelity/Dishonesty Bond or a Crime policy is appropriate for this procurement. A blanket bond is acceptable. Individual bonds are not required.*

RR. ***Question:*** Please explain the intent, term, value and acceptable fond form for the "Honesty" (now Dishonesty Bond).

Answer: A Fidelity/Dishonesty Bond should be issued in an amount equal to the contract value or a Crime policy with a $500,000 limit.

SS. ***Question:*** Per RFP Section II.B.2 on page 5, each security guard must be covered by a separate honesty bond in the minimum amount of $5,000. Contract Article V.I.3 on page 76 also requires fidelity bonding. May commercial crime insurance may be substituted for individual honesty/fidelity bonds? Our company carries commercial crime insurance because its blanket coverage feature guarantees coverage for the entire security force assigned to our client locations from time to time. As such, it is a more efficient and streamlined alternative to posting of separate fidelity bonds for each officer and facilitates our compliance with our contractual obligations

Answer: *See answer to Question RR., above.*

6. It is the responsibility of each bidder to ensure that he/she is aware of all addenda issued under this RFP. Please sign and return this addendum. You may call Jennifer Schofield, Procurement Agent, 404.687.4042; before the Proposals are due to confirm the number of addenda issued.

7. All other conditions remain in full force and effect.

Jennifer Schofield Digitally signed by Jennifer Schofield Date: 2019.04.08 10:39:29 -04'00'

Jennifer Schofield
Procurement Agent
Department of Purchasing and Contracting

ACKNOWLEDGMENT

Date: _____

The above Addendum #3 is hereby acknowledged:

_____
(NAME OF FIRM)

_____ _____
(Name and Signature) (Title)

jjs/DR

REVISED PAGE 3

DeKalb County
Department of Purchasing and Contracting
Maloof Administration Building, 1300 Commerce Drive, 2nd Floor, Decatur, Georgia 30030

March 4, 2019

REQUEST FOR PROPOSAL (RFP) No. 19-500513
FOR

Uniformed Security Guard Services

DEKALB COUNTY, GEORGIA

DeKalb County Government (the County) requests qualified individuals and firms with experience in providing Uniformed Security Guard Services to submit proposals for Uniformed Security Guard Services in DeKalb County, Georgia.

I. INTRODUCTION

A. It is the County's belief that the presence of uniformed guards will provide a noticeable increase in safety and security at its facilities. Contractor shall be responsible for the protection of staff, visitors, and property at specified locations in the County.

Required Documents	**Attachment**
*Cost Proposal Form (1 copy, separate & sealed)	A
*Proposal Cover Sheet	B
*Contractor Reference and Release Form	C
*Subcontractor Reference and Release Form (make additional copies as needed)	D
*LSBE Documents – Exhibits A and B	E
*Responder Affidavit	G
*First Source Jobs Ordinance (with Exhibits 1 – 4)	H
*Exceptions to the Standard County Contract, if any, if none, please state	
*Business License	
*State of Georgia Private Detectives Security Agencies License	
*State of Georgia Private Detectives Security Agencies Good Standing Certificate	
*Site Acknowledgement Form	
Certificate of Insurance	

*Failing to provide these items with your proposal will deem your proposal non-responsive.

DEKALB ATLANTA HUMAN SERVICES CENTER
23 WARREN STREET

The following information includes, but is not limited to, the safety and security needs and special requirements for the DeKalb Atlanta Human Services Center, 23 Warren Street, Atlanta, GA 30317. These requirements are subject to change with proper notification.

1. The guard is to be **ARMED.**

2. Hours of coverage are Monday through Friday from 8:00 am-5:30 pm.

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 of the Human Service Center 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 the entire site to include the parking lots and adjacent buildings utilizing the "tourscan" system verifying the entire site is secure. The exterior patrol shall be conducted every hour at various times to avoid being monitored on a routine basis. Refer to Section H.3, Facilities Equipped with TourScan Stations.

8. The Guard shall keep a Daily Report in which he 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, Emergency Medical Service, or the DeKalb-Atlanta Human Service Center's authorized personnel. Refer to Section L, Reporting.

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 one time per eight hour shift.

10. Darryl Blackwell, telephone 404-337-5367, is the designated and authorized agent for performing the supervision, acceptance of work detail, and other operational features for The DeKalb-Atlanta Human Service Center.

REVISED PAGE 23a

DEKALB ATLANTA SENIOR CENTER
25 WARREN STREET

The following information includes, but is not limited to, the safety and security needs and special requirements for the DeKalb Atlanta Senior Center, 25 Warren Street, 30317. These requirements are subject to change with proper notification.

1. The guard is to be **ARMED.**

2. Hours of coverage are Monday through Friday from 8:00am-5:30pm.

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 of the Human Service Center 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 the entire site to include the parking lots and adjacent buildings utilizing the "tourscan" system verifying the entire site is secure. The exterior patrol shall be conducted every hour at various times to avoid being monitored on a routine basis. Refer to Section H.3, Facilities Equipped with TourScan Stations.

8. The Guard shall keep a Daily Report in which he 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, Emergency Medical Service, or the DeKalb-Atlanta Human Service Center's authorized personnel. Refer to Section L, Reporting.

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 one time per eight hour shift.

10. Darryl Blackwell, telephone 404-337-5367, is the designated and authorized agent for performing the supervision, acceptance of work detail, and other operational features for The DeKalb-Atlanta Senior Center.

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 7:00 AM to 3:00 PM (Guard 1 and Guard 2), 3:00 PM to 11:00 PM (Guard 3 and Guard 4), and 11:00 PM to 7:00 AM (Guard 5 and Guard 6) Monday thru Sunday. Holidays: 24 hours in shifts Weekends: 24 hours in shifts.
   - B. Scott Candler Hours: 6:00 AM to 4:00 PM, (0600 – 1600) Monday thru Friday.
   - C. Snapfinger Hours: 6:00 AM to 2:00 PM, (0600 – 1400) Monday thru Friday; Shift 2 Hours: 2:00 PM to 10:00 PM, (1400 – 2000) Monday thru Friday.

D. 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.

E. 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

F. 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.

G. 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.

H. 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.

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).

I. 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.

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

K. 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.

L. 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.

M. As soon as possible, the Contractor shall rotate security guard personnel to the Roadhaven, Snapfinger and Scott Candler facilities, so as to learn all posts. All Security Guards shall be required to follow the work schedule and adhere to all requirements.

N. 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 in order to provide the security needed.

O. Safety 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. In the event that Mr. Hayes cannot be reached, contact designated Security Coordinator Julian Reasonover. telephone (404) 747- 5095.

P. Contractor Security Officers shall attend Site Specific Safety and Awareness Training as dictated by the Department of Watershed Management (DWM) Safety and Security Division. DWM Safety and Security Division will work with Contractor to schedule training times and dates.

REVISED ATTACHMENT A - page 54

COST PROPOSAL FORM

(consisting of 4 pages)

UNIFORMED SECURITY GUARD SERVICES

Responder: Please complete the attached pages of the Cost Proposal Form, and return them with this cover page. The cost proposal must be submitted in a separate, sealed envelope with the Responder's name and "Request for Proposals No. 19-500513, Uniformed Security Guard Services" clearly identified on the outside of the envelope.

By signing this page, Responder acknowledges that he/she has carefully examined and fully understands the Contract, Scope of Work, and other attached documents, and hereby agrees that if his proposal is accepted, he/she will contract with DeKalb County according to the Request for Proposal documents.

Please provide the following information:

Name of Firm: _____

Address: _____

Contact Person Submitting Proposal: _____

Title of Contact Person: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

_____
Signature of Contact Person

_____
Title of Contact Person

REVISED ATTACHMENT A
REVISED COST PROPOSAL FORM - PAGE 55

Location	Column A No. of Guards	Column B Estimated Hours	Column C Billed Hourly Rate	Column D (B*C=D) Extended Cost	Column E Billed Holiday Rate	Column F Holiday Estimated Hours	Column G (E*F=G) Holiday Extended Cost	Column H (D+G=H) Totals
Armed Security Guard Services								
DeKalb-Atlanta Human Service Center 30 Warren St SE, Atlanta	1	8,736						
The Kirkwood Center - 23 Warren St SE, Atlanta	1	2,375						
DeKalb Atlanta Senior Center - 25 Warren St SE, Atlanta	1	2,375						
Lou Walker Senior Center - 2538 Panola Road, Stonecrest	1	3,150						
Code Enforcement Building - 1807 Candler Road, Decatur	1	2,625						
WorkSource DeKalb - 774 Jordan Lane, Bldg 4, Decatur	2	6,500						
UCO - 774 Jordan Lane, Suite 200, Decatur	1	3,250						
South DeKalb Senior Center 1931 Candler Road, Decatur	2	4,750						
North DeKalb Senior Center 3393 Malone Drive, Chamblee	1	2,375						
Lithonia Senior Center 2484 Bruce Street, Lithonia	1	2,375						
Central DeKalb Senior Center 1346 McConnell Drive, Decatur	1	2,375						
Armed Security Guards Totals	**13**	**40,886**						

	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								
The Clark Harrison Building - 330 W. Ponce de Leon Ave, Decatur	1	3,250						
Watershed - Roadhaven Facility - 1580 Roadhaven Dr., Stone Mtn.	6	16,992				480		
Scott Candler Filter Plant - 4830 Winters Chapel Rd., Atlanta	2	4,500						
Snapfinger AWTF - 4224 Flakes Mill Rd, Decatur	1	2,500						
Watershed Management Building 4572 Memorial Dr., Decatur	1	3,750						
Tax Commissioner's Office - 4380 Memorial Drive, Stone Mtn	1	1,560						
Seminole Landfill - 4203 Clevemont Rd, Ellenwood	1	4,200				240		
Fleet Management - 5350 Memorial Dr., Stone Mtn.	1	5,075				240		
Fleet Management - 3043 Warren Rd., Decatur	1	5,200				240		
Tax Commissioner/Motor Vehicle Tag Office - (page 42) 4380 Memorial Drive, Stone Mtn	1	2,500						
Motor Vehicle Tag Office - 1358 Dresden Dr NE, Atlanta	1	2,250						
Motor Vehicle Tag Office - 2801 Candler Road; Ste 66, Decatur	1	2,250						
DeKalb County Fire Rescue HQ - 1950 West Exchange, Tucker	1	2,125						
DeKalb County Police HQ - 1960 West Exchange, Tucker	1	2,000						
Voter's Registration - 4380 Memorial Dr., Stone Mtn.	1	2,000						
Maloof Administration Building 1300 Commerce Drive, Decatur	4	8,567						
Lou Walker Senior Center - 2538 Panola Road, Stonecrest	2	4,000						
Unarmed Security Guards Totals	**27**	**70,719**						
GRAND TOTALS	**40**	**113,605**				**1,200**		

II. State a MAXIMUM ANNUAL PERCENTAGE INCREASE in the BILLED HOURLY RATE for ANNUAL renewals.

Annual Percentage Increase shall be based on but not exceed the Consumer Price Index (CPI) for large urban areas in the southeast and is not to exceed four (4%) for each year.

Maximum Annual Percentage Increase for Year 2	**_____%**
Maximum Annual Percentage Increase for Year 3	**_____%**
Maximum Annual Percentage Increase for Year 4	**_____%**
Maximum Annual Percentage Increase for Year 5	**_____%**

SOUTH DEKALB SENIOR CENTER
1931 CANDLER ROAD

The following information includes, but is not limited to, the safety and security needs and special requirements for the South DeKalb Senior Center, 1931 Candler Road, Decatur, GA 30032. These requirements are subject to change with proper notification.

1. The guards (2) are to be ARMED **(a total of two armed guards).**

2. Hours of coverage are Monday through Friday from 8am-5:30pm.

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 of the Human Service Center 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 the entire site to include the parking lots and adjacent buildings utilizing the "tourscan" system verifying the entire site is secure. The exterior patrol shall be conducted every hour at various times to avoid being monitored on a routine basis. Refer to Section H.3, Facilities Equipped with TourScan Stations.

8. The Guard shall keep a Daily Report in which he 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, Emergency Medical Service, or the DeKalb-Atlanta Human Service Center's authorized personnel. Refer to Section L, Reporting.

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 one time per eight hour shift.

10. Darryl Blackwell, telephone 404-337-5367, is the designated and authorized agent for performing the supervision, acceptance of work detail, and other operational features for The South DeKalb Senior Center.

NORTH DEKALB SENIOR CENTER
3393 MALONE DRIVE

The following information includes, but is not limited to, the safety and security needs and special requirements for the North DeKalb Senior Center, 3393 Malone Drive, Chamblee, GA 30341. These requirements are subject to change with proper notification.

1. The guard is to be **ARMED.**

2. Hours of coverage are Monday through Friday from 8am-5:30pm.

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 of the Human Service Center 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 the entire site to include the parking lots and adjacent buildings utilizing the "tourscan" system verifying the entire site is secure. The exterior patrol shall be conducted every hour at various times to avoid being monitored on a routine basis. Refer to Section H.3, Facilities Equipped with TourScan Stations.

8. The Guard shall keep a Daily Report in which he 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, Emergency Medical Service, or the DeKalb-Atlanta Human Service Center's authorized personnel. Refer to Section L, Reporting.

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 one time per eight hour shift.

10. Darryl Blackwell, telephone 404-337-5367, is the designated and authorized agent for performing the supervision, acceptance of work detail, and other operational features for The North DeKalb Senior Center.

LITHONIA SENIOR CENTER (BRUCE STREET)
2484 BRUCE STREET

The following information includes, but is not limited to, the safety and security needs and special requirements for the Lithonia Senior Center (Bruce Street), 2484 Bruce Street, Lithonia, GA 30058. These requirements are subject to change with proper notification.

1. The guard is to be **ARMED.**

2. Hours of coverage are Monday through Friday from 8am-5:30pm.

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 of the Human Service Center 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 the entire site to include the parking lots and adjacent buildings utilizing the "tourscan" system verifying the entire site is secure. The exterior patrol shall be conducted every hour at various times to avoid being monitored on a routine basis. Refer to Section H.3, Facilities Equipped with TourScan Stations, above.

8. The Guard shall keep a Daily Report in which he 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, Emergency Medical Service, or the DeKalb-Atlanta Human Service Center's authorized personnel. 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 one time per eight hour shift.

10. Darryl Blackwell, telephone 404-337-5367, is the designated and authorized agent for performing the supervision, acceptance of work detail, and other operational features for The Lithonia Senior Center.

CENTRAL DEKALB SENIOR CENTER

1346 MCCONNELL DRIVE

The following information includes, but is not limited to, the safety and security needs and special requirements for the Central DeKalb Senior Center, 1346 McConnell Drive, Decatur, Georgia 30033. These requirements are subject to change with proper notification.

1. The guard is to be **ARMED.**

2. Hours of coverage are Monday through Friday from 8am-5:30pm.

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 of the Human Service Center 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 the entire site to include the parking lots and adjacent buildings utilizing the "tourscan" system verifying the entire site is secure. The exterior patrol shall be conducted every hour at various times to avoid being monitored on a routine basis. Refer to Section H.3, Facilities Equipped with TourScan Stations.

8. The Guard shall keep a Daily Report in which he 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, Emergency Medical Service, or the DeKalb-Atlanta Human Service Center's authorized personnel. Refer to Section L, Reporting.

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 one time per eight hour shift.

10. Darryl Blackwell, telephone 404-337-5367, is the designated and authorized agent for performing the supervision, acceptance of work detail, and other operational features for The Central DeKalb Senior Center.

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.