



CITY OF STAMFORD
OFFICE OF ADMINISTRATION
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152

ADDENDUM NO. 1
(March 10, 2020)

Request for Proposals No. 793

Security Services for the Stamford Government Center

Addendum No. 1 is being issued to all potential bidders to provide the items and attachments set forth herein which shall act to qualify, clarify, or otherwise modify the Contract Documents previously issued regarding the above referenced project. These items, whether of omission, addition, substitution, or clarification, shall be incorporated into the proposals submitted by all bidders, and receipt of this document and its attachments must be acknowledged, either in the space provided on the Bid Form or on the Contractor's Form of Proposal. Failure to do so may subject the Bidder to disqualification.

The items and references:

Q: What are the current weekly contracted hours for security services?

Hours for the contract will be 24/7 365/days. Staffing is outlined in the RFP.

Q: What is the current schedule per position?

Monday through Friday

First Shift

Supervisor 7:00 AM to 3:00 PM

2 Guards 7:00 AM to 3:00 PM

Guard 8:00 AM to 4:00 PM

Guard 8:30 AM to 4:30 PM

Second Shift

3 Guards 3:00 PM to 11:00 PM

Third Shift

2 Guards 11:00 PM to 7:00 AM

Saturday and Sunday

First Shift

2 Guards 7:00 AM to 3:00 PM

Second Shift

2 Guards 3:00 PM to 11:00 PM

Third Shift

2 Guards 11:00 PM to 7:00 AM

Q: What is the current security service pay wage for Officers, Supervisors and Security Manager?

PERSONNEL	WEEKLY HOURS	BILL RATE	AVG. PAY RATE	WEEKLY COST	ANNUAL COST
Security Manager	40	\$24.61	\$18.54	\$984.40	\$51,188.80
Shift Supervisor	40	\$18.46	\$13.91	\$738.40	\$38,396.80
Security Officer A	240	\$16.20	\$11.85	\$3,888.00	\$202,176.00
Security Officer B	176	\$14.98	\$11.33	\$2,636.48	\$137,096.96
Total	496			\$8,247.28	\$428,858.56

Q: What is the current service billing rate for security services?
Monthly Charge: \$35,738.21

Q: 2-e Equipment. Stated in walkthrough that the radios are owned and maintained by the city. (Not the contractors responsibility.) Is this correct ?
Yes this is correct

Q: Is it the expectation for the contractor to supply a tour system or is there one place for the security officer to use?
There is currently a tour system in place

Q: Are the officers expected to be FA/CPR AED certified?
Yes

Q: Are the computers for the stationary positions provided by the city or the contractor.
Security manager, front desk and console.
All computers are the property of the City of Stamford

Q: Please provide a copy of any Post Orders and SOP's?
As stated in Section 2.0 of the RFP we are seeking the Proposer to provide their best scenario for the post staffing and orders. The only exception is that there is to be one office on or off the premises to handle any emergencies that may arise.

Q: Are there any additional certifications or training requirement for Officers assigned to this contract?
As stated in the RFP, Section 2.0 (h) the Proposer is responsible for training the personnel for all Fire and Police matter and procedures.

Q: Are there any specific On the Job training requirements for new hires prior to assignment?
This will be the responsibility of the Proposer to make them certified and qualified to handle the position that is being asked.

- Q: Do you require additional officers for special events? If so, how many?
Yes it is necessary at times for additional officers to be on-site for special events but it varies depending on the event and circumstance.
- Q: To confirm – the City supplies the radios
The City of Stamford Supplies all the radios
- Q: Is the security staff required to conduct tours of the building, garage and property?
Yes it is the responsibility of the security staff to conduct security checks throughout all of the facility.
- Q: Does the security manager have access to a computer and printer?
The security office is equipped with a computer and printer that is owned by the City.
- Q: Is there any equipment required in addition to uniforms?
The only other equipment that is required is what is supplied either by the City of by the Proposer in order for them to fulfill their responsibilities as outlined.
- Q: Is this contract following the CT Standard Wage rate requirements for Security Officers?
Yes
- Q: Do you have a visitor management system in place? If not, would you want us to include that within the proposal?
The is already one in place for the Government Center
- Q: Is maintenance onsite 24hrs / day?
They are onsite until 11:00 PM and then on an on-call emergency basis only.
- Q: Have you already selected a vendor for cameras? Would cameras be bid separately?
If included, would you be open to meeting with our technology team to get a better understanding of your system?
The Security Cameras are going to be upgraded through way of another RFP that is currently out to the public for submission.

All other terms and conditions of **RFP No. 793** remain the same.

Erik J. Larson
Purchasing Agent

Cc: Kevin Murray, Operations Manager Parks & Facilities
Purchasing Department File