



Board of Health

Request for Proposal
for
Uniformed Unarmed Security Guard Services
No. 21-0185-RFP20

Addendum No. 1

Questions and Answers

1. Please advise what equipment is required (radios, etc.).

Answer: Proper company uniforms.

2. What is the average number of monthly extra coverage hours per location?

Answer: Occasionally the agency may host an event that may require additional coverage. Below is an average of monthly extra coverage hours per location:

Richardson Health Center – An average of 4 additional hours per month

T.O Vinson Health – An average of 4 additional hours per month

Clifton Springs Health Center – An average of 2 additional hours per month

East Dekalb Health Center – An average of 2 additional hours per month

North Dekalb Health Center – An average of 3 additional hours per month

Tucker WIC – An average of 2 additional hours per month

An average total of 17 extra hours per month for all sites combined.

3. Due to the COVID-19 pandemic, does the DCBOH expect that guard hours will decrease from the projected hours outlined in the RFP document?

Answer: The guard hours will remain the same post COVID-19 (7am-7pm) per building.

4. As of the publishing of the referenced RFP, what is the current weekly number of guard hours per location?

Answer: The current weekly numbers of guard hours per location is listed below. (DCBOH reserves the right to add or reduce the number of guards as needed.)

Richardson Health Center – 2 guards, 105 hours per week

Parking Lot Rover between Richardson building and T.O. Vinson- 1 guard, 45 hours per week

T.O Vinson Health – 2 guards, 105 hours per week

Clifton Springs Health Center – 2 guards, 105 hours per week

East Dekalb Health Center – 1 guard, 50 hours per week

North Dekalb Health Center - 2 guards, 105 hours per week

Tucker WIC – 1 guard, 50 hours per week

5. What is the DCBOH's requirement for PPE use for employees and vendors?
Answer: Proper face mask and gloves.

6. What is the current hourly bill rate?
Answer: \$12.58 per hour.

7. Will a [virtual] pre-bid meeting be held?

Answer: Yes. Virtual Meeting

July 21, 2020 1:00-1:30 p.m., ET.

[Join Microsoft Teams Meeting](#)

+1 470-344-9228 United States, Atlanta (Toll)

Conference ID: 183 153 340#

8. What does the scheduled contract start date?
Answer: October 2020.

9. Do you anticipate extending the bid due date?
Answer: We do not anticipate extending the due date at this time.

10. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?
Answer: Proposals will be evaluated based on Section 9.0 Proposal Submission Requirements.

11. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free?
Answer: No.

12. Other than your own website, where was this bid posted?
Answer: The solicitation was posted on the Georgia Procurement Registry.

13. Please advise if the Dekalb Board of Health will accept financials that are not certified?
Answer: Yes

14. Please provide the format requirements for the RFP to be submitted? i.e. Number of Copies? Bound (notebooks), Flash Drive submission (#)
Answer: Proposals will be accepted via email at dph-dcbohpurchasing@dph.ga.gov no later than Thursday, July 23, 2020, at 12:00 pm., ET.
15. Does this RFP have a DeKalb County LSBE requirements? Demonstration of good faith efforts to include Local Small Business Enterprise program (LSBE) subcontractors?
Answer: No.
16. Can this contract be self-performed by the selected contractor without LSBE participation?
Answer: Yes.
17. Is this contract an annual contract with renewal options, or is the contract a year to year contract?
Answer: If the DCBOH exercises the right to renew, all terms, conditions, and specifications of the original contract, as amended, shall remain the same and apply during the extension period. a period not less than three (3) years, or no more than five (5) years, in duration. If an extension option is exercised, such shall be accomplished in writing between the contractor and the DCBOH's Purchasing.
18. Can you provide the historical need for the DCBOH to require overtime services from security provider?
Answer: This information is not available.
The historical need for the DCBOH to require overtime services from security provider has changed due to Covid-19. In support of Covid- 19 testing sites, overtime has increased. Until further notice the agency will require overtime coverage on Saturdays from 8:00am until 12:00pm.
Occasionally overtime coverage will be needed in support of special events and extensive maintenance projects. (Example, the agency recently completed an HVAC project that required 62 hours of overtime coverage from Friday at 5:00pm until Monday at 7:00am. The duration for said project was 5 consecutive weeks.)
19. Is there currently an incumbent security company providing security services for all locations?
Answer: DSI Security Services.
20. Anticipated contract start date?
Answer: October 2020.
21. Is there a living wage requirement?
Answer: Wages are based on the industry standard for uniformed unarmed security guard services.

22. Pricing Proposal does not provide a category for equipment charges? Should equipment charges be built into the Officer Bill Rate
Answer: The cost proposal must include all uniform and equipment to perform duties.
23. What was last year's security budget?
Answer: This information is available through Open Records Request.
24. What is the current security budget?
Answer: The budget will be determined by the awarded vendor's proposed cost of service.
25. What is the pay rate and bill rate of the current security program?
Answer: Refer to response #6
26. Will county pay additional for supervision? If yes how much?
Answer: No
27. Is this a union account covered by CBA (collective bargaining agreement)?
Answer: No.
28. All officers are unarmed?
Answer: All guards are unarmed.
29. Will the county pay additionally for officer: healthcare, vacation, retirement, sick leave, holiday pay?
Answer: No.
30. What is your budget rate for officers pay?
Answer: Wages are based on the industry standards.
31. How much training is required? Will the county pay additional for this?
Answer: See section 5.9 in the solicitation.
32. Are officers exposed to Bloodborne Pathogens and need additional training? If so, will county pay?
Answer: Officers are not exposed to Bloodborne Pathogens
33. Will officers need Hepatitis B shots? If yes will county pay?
Answer: It is recommended but not required. No, the county will not pay for shots.
34. Is special Covid safety equipment required? Masks, Face shields or hazmat suits? Specialized training? If yes will county be billed for additional equipment and training?
Answer: Yes, masks, face shields, and gloves. The agency will provide internal COVID-19 safety training as needed; the agency will also provide proper PPE.

35. Does county require any equipment: car, tour system, computer, radios, cell phone, etc.?
Answer: No
36. What type of uniform is required?
Answer: Company shirt with security patches, company badge, company tie, duty belt, black pants, black shoes & socks.
37. What is the listing of uniform and equipment that will need to be provided?
Answer: Refer to #36 response.
38. When is the anticipated award date of this contract?
Answer: August 2020.
39. When is the anticipated start date of this contract?
Answer: October 2020.
40. How much time will be allotted for the transition period to the new service provider?
Answer: To be determined.
41. Is there a Union / Collective Bargaining Agreement associated with this contract? If so, please provide us with the seniority roster of the incumbent personnel
Answer: No.
42. What is the current annual value of the incumbent service contract?
Answer: This information is available through Open Records Request.
43. Are security guard posts self-relieving for meal breaks and restroom breaks? Or will another officer be required to serve as a replacement during meal breaks?
Answer: No, the security guard posts are not self-relieving posts. A guard is always required to man each post at all times.
44. Is the contractor required to provide communication equipment such as 2-way radios or a Radio Repeater?
Answer: Radios are not required.
45. What are the mandatory minimum hours for initial training, OJT and Refresher Training?
Answer: 24 hours is the mandatory minimum hours for initial training, OJT and Refresher Training.
46. Will the government provide space onsite for onboarding, orientation and required training?
Answer: No.

47. What are the official holidays that are publicly recognized by the state? Will security services be required on such holidays?

Answer: Guards will be required to cover some holidays. The state publicly recognizes the following holidays:

- New Year's Day (January 1)
- Birthday of Martin Luther King, Jr. (3rd Monday in January)
- Washington's Birthday (3rd Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Columbus Day (2nd Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (4th Thursday in November)
- Christmas Day (December 25)

48. What specific equipment are required to be provided by the security contractor?

Answer: None.

49. Will there be a preproposal conference or site visit scheduled for this opportunity?

Answer: Refer to #7 above.

50. With regards to any mandatory screening, background checks, drug testing, physicals or training previously satisfied by the incumbent security force, will such mandates be required again for retained incumbent personnel?

Answer: Yes.

51. With regards to Item #5.2, Fingerprints, please provide input on the following:

a) Is this a separate set of fingerprints for a DCBOH-specific background check?

Answer: No, guards will not be subject to an additional DCBOH specific background check. Guards should receive thorough background check from security agency prior to being deployed to any DCBOH sites.

b) What is the fee associated with the fingerprinting?

Answer: N/A

52. With regards to Item #5.9, CPI Training, please provide input on the following:

a) Is this an online or in-person training?

Answer: In person training

b) How many hours of training is the CPI course?

Answer: 4 Hours of Training

53. With regards to Item #6.2, Cellular Phones, did the RFP intend to state, “**Two-Way Cellular Phones**” or “**Two-Way RADIOS**”? As per the RFP, the request is to provide cell phones for the guard stations and the Health Center Administrative Office. Would it be a reasonable expense to provide “cellphones” to communicate exclusively between the guard station and the HC Administrative Offices?

Answer: Radios are not required. There is a desk phone at each guard post.

54. What is the estimated cost to replacing or retrofitting the existing lock and key system for the DCBOH facilities?

Answer: N/A

55. Within section 2.1, item E mentions collaboration with the DCBOH Emergency Action Team. Does this Emergency Action Team, work with the Security Service Provider to develop collaborative training approach to effectively respond to an emergency?

Answer: Yes, all DCBOH staff and contractors will be properly trained to effectively respond to an emergency.

56. Under the circumstance that onboarded employees are not selected by DCBOH to perform services under the contract, or requested to be removed immediately or within the (7) day window, will DCBOH cover the multiple fingerprint/background check cost associated with onboarding a new guard for the suggested services? (Section 5.2, 5.4)

Answer: Vendor is responsible for all fees.

57. Does the CPI Training mentioned in section require refresher training? Are the CPI Training hours billable to DCBOH?

Answer: The training provided is free for security personnel at Dekalb County Board of Health.

58. Section 6.5 indicates that training shall be conducted by supervisors; are regular training hours billable to DCBOH? Does DCBOH offer training grounds to satisfy the training requirements?

Answer: No.

59. What is the anticipated amount of notice to be given if additional security services are required?

Answer: 24 – 48 hours

60. How soon after contract award can we submit candidates for background check processing?

Answer: Yes, after receiving a fully executed contract.

61. DCBOH RFP pg3 illustrates "...RFIs and site visit questions...". Does DCBOH require a site visit for contractors to be applicable to bid this contract? IF SO, can DCBOH provide additional details on any required site visit of conference call?
Answer: Refer to question # 48
62. Will the Contractor be responsible for any electronic security equipment such as CCTV, Access Control, etc. on site as it relates to this contract?
Answer: No
63. Will DCBOH be providing any desk space or room at each location for security personnel as it relates to this contract? IF SO, please detail.
Answer: Yes, each guard will be provided a desk or podium.
64. Understanding that RFP pg. 7 illustrated each contractor guard be equipped with a contracted provided cell phone, does DCBOH intend to provide any on site radios (to include charging equipment and frequency programming) as it relates to this contract? IF NOT, will the contractor be required to provide two-way radios in support of this contract outside the use of contractor provided cell phones?
Answer: No.
65. Can DCBOH advise on the current contract price for 2020 (or at least a monthly price since you are month to month currently) with the incumbent?
Answer: This information is not currently available.
66. On RFP pg. 11 number 3, DCBOH illustrates a NOT TO EXCEED BUDGETED FUNDS note. Can DCBOH advise the ceiling for this projected contract budget?
Answer: Refer to question #24
67. The RFP details that the contractor must have "supervising personnel" assigned to DCBOH however there are no "Supervisor" roles included on the pricing sheet. Are the hours listed on the Cost Proposal Form inclusive of these supervisory personnel? If not, please specify any dedicated supervisory roles (Project Manager, Site Supervisors), including hours per week, DCBOH seeks for this account and if the role(s) should be included in the current rates or if a new line pricing line item will be added.
Answer: An onsite manager/supervisor is not required however it is DCBOH's expectation that a manager/supervisor will make daily communication with guards at each site. It is also DCBOH's expectation that a manager/ supervisor will make weekly spot checks to ensure that guards are properly standing their post in a professional manner.
68. Can DCBOH please clarify hours per week per position per location?
Answer:
Richardson Health Center – Two Guards are needed; one guard should open at 7:30am and the other should be on post by 8:00am. At 5:00pm the center is closed to the public and one guard can be relieved at that time. At 7:00pm all

staff and clinics should be out of the building remaining guard should security the building and arm the alarm before being relieved for the evening.

Parking Lot Rover between Richardson building and T.O. Vinson –

Richardson and T.O. Vinson are located across from one another. One guard is required to rover back and forward between the two buildings and the will he or she will relieve other guards for lunch and restroom breaks. The Parking Lot Rover hours are 8:00am – 5:00pm.

T.O Vinson Health – Two Guards are needed; one guard should open at 7:30am and the other should be on post by 8:00am. At 5:00pm the center is closed to the public and one guard can be relieved at that time. At 7:00pm all staff and clinics should be out of the building remaining guard should security the building and arm the alarm before being relieved for the evening.

Clifton Springs Health Center – Two Guards are needed; one guard should open at 7:30am and the other should be on post by 8:00am. At 5:00pm the center is closed to the public and one guard can be relieved at that time. At 7:00pm all staff and clinics should be out of the building remaining guard should security the building and arm the alarm before being relieved for the evening.

East Dekalb Health Center – One Guards needed; guard should open at 7:30am, and at 7:00pm the guard should security the building and arm the alarm before being relieved for the evening.

North Dekalb Health Center – Two Guards are needed; one guard should open at 7:30am and the other should be on post by 8:00am. At 5:00pm the center is closed to the public and one guard can be relieved at that time. At 7:00pm all staff and clinics should be out of the building remaining guard should security the building and arm the alarm before being relieved for the evening.

Tucker WIC – One Guards needed; guard should open at 7:30am, and at 7:00pm the guard should security the building and arm the alarm before being relieved for the evening.

69. Does DCBOH currently use a key management system?

Answer: Yes

70. Does DCBOH participate in a Group Purchasing Organization? If so, which one and what are your requirements for purchasing services under this RFP? Please share any terms and conditions that must be met to do business with the GPO.

Answer: Not relevant to this solicitation.

71. Does DCBOH have a uniform style preference (police/hard style, polo/BDU, etc.)?

Answer: Police Style

72. Can DCBOH please confirm the total quantity of cell phones required?

Answer: None, there is a desk phone at each post.

73. In addition to the cell phones, is any additional equipment required? If so, please clarify all equipment that security contractor is to provide by type and quantity.
Answer: None, just the proper uniform and note pad.
74. In the ongoing COVID-19 pandemic, are security personnel required to wear Personal Protective Equipment? Is this PPE provided by DCBOH or the security contractor? If provided by the contractor, please specify type required and any additional details (such as mask grade).
Answer: Yes, Masks, Face shields, and Gloves. The agency will provide internal COVID-19 safety training as needed; the agency will also provide proper PPE.
75. Page 12 of the RFP says that the original contract period is anticipated to be July 1, 2020 through June 30, 2021. Can DCBOH provide a revised timeline for the contract start date?
Answer: The start date will be October 2020.
76. Is a bid-specific Certificate of Insurance required upon submission or after award?
Answer: The Certificate of Insurance will be required after the recommendation of an award.
77. Would DCBOH be willing to specify the required or desired minimum wages by position and location?
Answer: No.
78. Is there any required facility orientation training? If so, please specify required hours.
Answer: Yes, one hour of facility orientation training will be provided by the agency.
79. Are there any specific requirements for on-the-job training in terms of topics and hours required?
Answer: Yes, one hour of agency mission and standard training that will be provided by the agency.
80. Does DCBOH require officers to be trained in First Aid, CPR, AED and/or Bloodborne Pathogens?
Answer: Recommended but not required.
81. What is required (if any) for officer immunizations/health screens? How are the immunizations administered -- by the hospital/customer or by the contract security organization? If by the hospital, will DCBOH charge the contract provider for immunizations/testing?
Answer: This the responsibility of the contract security organization.

82. Will DCBOH require temporary or “on-request” coverage for special events or temporary coverage? If so, please provide an estimate of hours per month by location.

Answer: No

83. Are there any sites that require additional costs, such as paying for parking, parking passes, etc.? If so, please provide those.

Answer: No

Dekalb County Board of Health

**Joyce Carter, CPPB
Procurement Supervisor**