



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

November 30, 2017

TO: ALL OFFERORS

FROM: Steven Chillas
STATE CONTRACT PROCUREMENT OFFICER I

SUBJECT: ADDENDUM #1 TO REQUEST FOR PROPOSAL:
Contract #GSS18208-SECURITY, Unarmed Security Guard Services

ADDENDUM #1

This addendum is issued to clarify questions submitted by interested vendors as per the RFP as well as those discussed during the Mandatory Pre-Bid Meeting.

Q1) Does GSS (State of Delaware) need to be provided with drug testing results?

Answer #1) p. 61, Section J. (Security Company) Paragraph 3 & Paragraph 5:

3. Contractor shall maintain time sheets, training attendance records, required certifications, drug testing and any other documentation referenced in these specifications for a period of three years following the contract. Further, the contractor shall produce any and all backup documentation with five (5) business days of a request by the Agent or the Agency Assistant Director. Failure to provide backup documentation shall constitute grounds for reduction of the invoice, pro-rated based on the period of time for which documentation is not provided.

5. The Security Company shall explain in detail the process for screening Security Officers. Screening is to include experience, certifications, drug testing, etc. as well as the initial process and any follow-up screening procedures. Please note the State reserves the right to request a Security Officer be submitted to a random drug screening.

Also under Paragraph 13, Section D. on p58:

- 13. Security Officers are required to undergo a urinalysis that will detect the following:*
- a. Amphetamines (Speed, Uppers, Meth.)*
 - b. Barbiturates (Barbs, Downers)*
 - c. Benzodiazepines (Tranquilizers, Valium)*
 - d. Cannabinoids (T.H.C., Pot, Marijuana)*
 - e. Cocaine (Crack, Snow)*
 - f. Methaqualone (Quaaludes, Ludes)*
 - g. Opiates (Heroin, Smack, Morphine)*
 - h. Phencyclidine (PCP)*

The date of the urinalysis should be within sixty (60) days of initial assignment of the officer within the agency. Copies of these tests may be requested by the agency.

Q2) Will walk-through security devices (magnetometer) and handheld security wands be provided by the State? What equipment will be provided by the State of Delaware?

Answer#2) Walk-through scanners (magnetometers) are permanent fixations within a building (ex. Courthouse). These are provided by the State and will be monitored per agreement (contract) by the Awarded Vendor(s).

The current use of portable hand-held devices are based on need from site to site.

On page 79 of the RFP under Section C, paragraph 2 states:

“The Contractor is responsible for providing security officers with OC Spray and hand-held magnetometer when deemed necessary by the Visitation Center.”

On page 79 of the RFP under Section C, paragraph 3 states:

“The Contractor will provide at least two hand held two-way radios for each site. The Division or Visitation Center Coordinator will advise the Contractor if additional two-way radios are necessary and the Contractor shall provide the additional radios requested.”

Additionally, as outlined on p. 101, paragraph F. regarding the Smyrna Rest Area:

“The Security Company shall provide one (1) scanner and seven (7) scan locations. The scanner shall be secured in a locked box at a designated location.”

Future use of these devices by the Awarded Vendor will be discussed at time of need based on communication/ negotiation between the Awarded Vendor and the State Agency. As these items are meant to work in concert as an extension of a physical Security Guard to protect/ prevent certain activity, it is the expectation of the State of Delaware that per Section E on page 59 that:

“The Security Company shall issue each security officer such protective devices or communications equipment as specified by the contract. This includes vehicles, automation and communication devices.”

Based on requirements of the site, the determination of necessary additional equipment will be discussed and reviewed by the individual agency of need. It is the responsibility of Awarded Vendor to meet the needs of the agency requesting services as well as to determine either the availability for use of State equipment, or the need to provide equipment separately from the State in order to perform the required duties of the position.

Q3) Are Awarded Vendors locked in pricing for 3yrs (term of the initial contract) if minimum wage was to increase? Is there/ will there be an increase in budget to prevent employee turnover?

Answer#3) *Based on Page 57, Section D:*

“Current security guard officers are the employees of the awarded vendor, not the State of Delaware.”

Therefore, it is the responsibility of the Awarded Vendor to cover increases in pay in the case of either State or Federal Minimum Wage increases. *There is no Collective Bargaining Agreement (CBA) with the State of Delaware regarding the contract nor is there a prevailing wage set by the State of Delaware regarding Security Guards/ Officers.* It is the sole responsibility for the bidding vendor to plan within their proposal a rate that ensures both a fair wage as well meeting the fiscal need of the bidding vendor. This includes providing a wage that allows the bidding vendor to meet the requirements of the contract.

Q4) The job site hours differ in requirements for similar needs, why?

Answer #4) Each agency, site, organization has a different need for service to include specific hours that the service will be provided. It is the responsibility of the Awarded Vendor to discuss and specific personnel requirements to include hours, training and equipment required. This includes how often meetings are conducted with the agency and if there is an expectation for the security officer or representative from the awarded vendor to be present. Appendix C lists each current site separately. The Scope of Work per site is provided in the RFP as well as a POC for each current agency to best allow for potential vendors to conduct a cost assessment based on what the current security requirement is. Additional requirements and needs are expected to occur following the award of a contract which will allow for negotiation of prices at the time of requested service.

Example 1- The Delaware Psychiatric Center requires guards to be additionally trained in MANDT. This requirement would allow for a rate slightly higher than a security guard that is assigned to a post where the requirement is not necessary.

Example 2- The Delaware National Guard's need for officers may vary depending upon DOD Threat Condition (THREATCON) Levels as well as funding. Some positions may be removed from the Unarmed Contract and placed with the Armed Security Contract which is separately awarded/ staffed.

****Clarification for potential vendors****

Within the Mandatory Pre-Bid Meeting it was discussed/ suggested to provide documents in a typed word document. While many companies have the capability to modify pdf documents into a word document in order to do this, it is not the intent of the State of Delaware to have a potential vendor purchase necessary software or not bid due to this request. While submission of a typed document is the preferred method for the purpose of convenience, legible handwritten responses will be equally accepted.

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