



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

December 12, 2018

TO: ALL OFFERORS

FROM: Steven Chillas
STATE CONTRACT PROCUREMENT OFFICER I

SUBJECT: ADDENDUM #1 TO REQUEST FOR PROPOSAL:
Contract #GSS19363-ARMESECURITY, Security Officer Services - Armed

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 held on December 12, 2018

1. Since the Vendor supplies the guns to the Armed Officers, what model gun(s) are acceptable under the State contract?

24 Del Code, Chapter 13, Rules and regulations, paragraphs 1.4 through 1.12. The State of Delaware seeks to have a standard of issue to all security officers in accordance with requirements of the contract. The model of firearm and ammunition provided by the awarded vendor(s) will be uniform across each site awarded.

2. Page 67 refers to "no overtime payment based on shortfall of guard company". However if the State asks for additional hours added to a shift, on short notice, is overtime billable?

On page 74, Appendix C, The Emergency Bill Rate covers short notice, additional hours for up to 30 days. After 30 days the rate returns to the normally billed rate. "Based on shortfall of guard company" refers to using officers from other sites to cover locations that may be missing coverage due to the awarded vendor not providing a guard or the scheduled guard not being at their post. This is considered to be a fault of the Company providing service. Based on the contract, the awarded vendor must provide an adequate number of qualified and trained security officers to cover all awarded locations without incurring overtime payments.

Additional overtime example: What if there are 42.5 hours worked?

Only the 2.5 hours of overtime per site (not guard) can be charged. Up to 5 hours of overtime can be charged per location (site). The practice of charging overtime of up to 5 hours cannot exceed 90 days as the awarded vendor will absorb any overtime cost.

The 90 day period is authorized to allow the awarded vendor time to source, hire and train the required workforce for each site so as not to create a situation where overtime pay is authorized.

3. The Pricing page refers to "Drill Weekends" for weekend duty at 3 locations. Are Drill Weekends every weekend, or how often are they held?

Normally, "Drill Weekends" occur once per month. The awarded vendor for the Delaware National Guard locations (TIER 1/ MFASO -1) will work with the National Guard POC/ Force Protection Team to ensure adequate coverage for the MUTA (Multiple Unit Training Assembly). The MUTA calendar is published 18 months in advance, however due to force protection/ national security concerns, will only be made available directly to the awarded vendor. Most MUTA for awarded locations will cover a standard 3-day period (Friday, Saturday, Sunday).

4. Page 62 refers to Training requirement of Taser and handcuffs. Will you confirm that these items are NOT required to be supplied by the Vendor?

The awarded vendor will equip (supply) and train assigned security officers on both the Conducted Electrical Weapon (CEW) Taser and standard issue handcuffs. P. 62, Section 6, paragraph 3 (b) and 3 (c).

****For clarification, the requirement for (CEW) Taser is currently on hold pending the evaluation of need by Agencies. If the position (location) requests the issuance of CEW as part of the individual site required equipment, Government Support Services will negotiate the addition of the additional equipment and any rules/ regulations specific to its use.*

5. In past years, the program was divided between 2 Vendors. Can you provide both the reason for using 2 Vendors, and which sites got which Vendor?

Awarded vendors are selected using a comparison of aggregated scores based off of the evaluation group. Page 15 of the RFP, Section E. Criteria and Scoring, assigns categories by which the evaluation group scores each proposal. Additional points are awarded based of the response from business references and the pricing structure comparison. Both awarded and non-awarded vendors can request to review how their proposal was scored following completion of the contract award.

Please also refer to page 3, section 4. Multiple Source Award:

"The Agency reserves the right to award this contract to more than one vendor pursuant to 29 Del.C. §6926. Government Support Services reserves the right to reject any or all bids in whole or in part, to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever may be most advantageous to the State of Delaware."

Page 4, section 5. Potential Contract Overlap:

"Vendors shall be advised that the State, at its sole discretion, shall retain the right to solicit for goods and/or services as required by its agencies and as it serves the best interest of the State. As needs are identified, there may exist instances where contract deliverables, and/or goods or services to be solicited and subsequently awarded, overlap previous awards."

The State reserves the right to reject any or all bids in whole or in part, to make partial awards, to award to multiple vendors during the same period, to award by types, on a zone-by-zone basis or on an item-by-item or lump sum basis item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.”

Page 12, Section A. 1. State’s Right to Reject Proposals:

“Government Support Services reserves the right to reject any or all proposals in whole or in part, to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever is determined to be the most advantageous to the State of Delaware. Vendors submitting proposals may be afforded an opportunity for discussion. Vendors may be requested to provide a best and final offer during the negotiation process. Negotiations may be conducted with responsible Vendors who submit proposals found to be reasonably likely to be selected for award. The contents of any proposal shall not be disclosed so as to be available to competing vendors during the negotiation process.”

Page 14, Section C. Proposal Evaluation Committee:

“The Proposal Evaluation Committee (“Committee”) is comprised of representatives of the State of Delaware.

The Committee reserves the right to:

- *Select for contract or for negotiations a proposal other than that with lowest costs.*
- *Reject any and all proposals or portions of proposals received in response to this RFP or to make no award or issue a new RFP.*
- *Waive or modify any information, irregularity, or inconsistency in proposals received.*
- *Request modification to proposals from any or all vendors during the contract review and negotiation.*
- *Negotiate any aspect of the proposal with any vendor and negotiate with more than one vendor at the same time.*
- *Select more than one vendor pursuant to 29 Del. C. §6926. Such selection will be based on the following criteria: Type of specification bid vs. awarded.*

Government Support Services reserves the right to reject any or all bids in whole or in part, to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.”

6. Is it still the State’s intention to use 2 Vendors?

The prospect of utilizing two (2) vendors will be discussed, reviewed and evaluation based off of the number of proposals received, needs of the individual agencies, and the capabilities of the companies whom submit a proposal for evaluation.

7. 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?

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 of 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 as 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 as well as taking in to consideration recruiting and retention of qualified candidates.

8. Prevailing Wage is alluded to at RFP Section B.VI.47 on page 31. Does Prevailing Wage apply to this solicitation? If Prevailing Wage applies, may bill rates be increased to recoup increases in the Prevailing Wage from time to time?

Prevailing wage applies to public works projects. Security guard services are not considered to be public works.

9. May bidders direct bill healthcare costs?

No. 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 benefits packages. It is the sole responsibility for the bidding vendor to plan within their proposal a rate that ensures both a fair wage as well as 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 as well as taking in to consideration recruiting and retention of qualified candidates.

10. Holiday Hours. Are many holiday's worked?

This will be location and holiday dependent. Some locations are open on federal and State Holidays and some are not based on the services provided and the overall staffing.

11. What is the TASC Agency (line #8) on Appendix C?

The Treatment Access Center (TASC) is a State Service Center that manages people on probation and provides drug screening and other services as well as managing court ordered meetings.

12. Additional sites have been added to the Armed Security Contract following the posting of the RFP. Appendix B and Appendix C have been updated to reflect these changes and the updated Appendix B and C will be used for the purpose of evaluation of the pricing structure.

The updated Appendix B and Appendix C can be found below/ attached.

**APPENDIX B
Hourly Requirements by Location**

The awarded vendor is responsible for providing the required number of Tier 1- Military Facility Armed Security Officer (MFASO-1) at each site during specified hours.

JOINT FORCES HEADQUARTERS/ RESERVE CENTER – 3 (MFASO-1)			
DAY	START TIME	END TIME	HOURS PER DAY
Monday – Friday	0630 a.m.	5:00 p.m.	10.5
Drill Weekends (Sat-Sun)	0630 a.m.	5:00 p.m.	10.5
ARMY AVIATION SUPPORT FACILITY – 2 (MFASO-1)			
DAY	START TIME	END TIME	HOURS PER DAY
Monday – Friday	0630 a.m.	5:00 p.m.	10.5
Drill Weekends (Sat-Sun)	0630 a.m.	5:00 p.m.	10.5
UNITED STATES PROPERTY & FISCAL OFFICE/ RIVER ROAD TRAINING SITE – 2 (MFASO-1)			
DAY	START TIME	END TIME	HOURS PER DAY
Monday – Friday	0630 a.m.	5:00 p.m.	10.5
Drill Weekends (Sat-Sun)	0630 a.m.	5:00 p.m.	10.5
REGIONAL TRAINING INSTITUTE/ BETHANY BEACH TRAINING SITE – 2 (MFASO-1)			
24 Hours per day/ 7 Days			
DELAWARE AIR NATIONAL GUARD YELLOW RIBBON EVENTS – 2(MFASO-1)			
DAY	START TIME	END TIME	HOURS PER DAY
As needed 2-3 times per year. 1-2 days each event.	0630 a.m.	5:00 p.m.	10.5

**APPENDIX B
Hourly Requirements by Location**

The awarded vendor is responsible for providing the required number of Tier 2 - Armed Security Officer (ASO-2) at each site during specified hours.

KENT COUNTY LEVY COURT – 1 (ASO-2)			
DAY	START TIME	END TIME	HOURS PER DAY
Monday – Thursday	7:30 a.m.	11:30 p.m.	16
Friday	7:30 a.m.	5:30 p.m.	10
Saturday	10:00 a.m.	2:00 p.m.	4
MORTGAGE MEDIATION NCC(Gilliam Center/ 77 Reads Way, New Castle, DE)– 2 (ASO-2)			
2 Armed Guards- 2 Days Per Month – 8 Hours Each (times vary)			
MORTGAGE MEDIATION SC (Cheer Center/ 20520 Sandhill Rd., Georgetown, DE) – 1 (ASO-2)			
1 Armed Guard – 1 Day Per Month – 8 Hours (times vary)			
NC CLERK OF THE PEACE – 1 (ASO-2)			
DAY	START TIME	END TIME	HOURS PER DAY
Wednesday	8:30 a.m.	2:20 p.m.	8
TASC (801 S. Harrison St. Wilmington, DE) – 1 (ASO-2)			
DAY	START TIME	END TIME	HOURS PER DAY
Monday, Wed-Friday	8:00 a.m.	4:00 p.m.	8
Tuesday	7:00 a.m.	6:00 p.m.	11
Sussex County Admin Building (2 The Circle, Georgetown, DE) – 1 (ASO-2)			
DAY	START TIME	END TIME	HOURS PER DAY
Monday – Friday (1 st Shift)	7:00 a.m.	3:00 p.m.	8
Monday – Friday (2 nd Shift)	3:00 p.m.	11:00 p.m.	8
Kent County Recreation Center (1683 New Burton Road, Dover, DE) – 1 (ASO-2)			
DAY	START TIME	END TIME	HOURS PER DAY
Monday – Friday	4:00 p.m.	9:00 p.m.	5
Saturday	12:00 p.m.	6:00 p.m.	6
Sunday	12:00 p.m.	9:00 p.m.	9

APPENDIX C – Pricing Table by Location/ Type
Please review both pages

VENDOR NAME:	
ADDRESS:	
CITY, STATE, ZIP CODE:	
PHONE:	
FAX:	
CONTACT NAME:	
EMAIL:	

TIER 1 – Military Facility Armed Security Officer (MFASO – 1)				
SITE (Line)	LOCATION	BILL RATE (Through 6/30/2020)	BILL RATE (Through 6/30/2021)	BILL RATE (Through 6/30/2022)
1	DNG- Joint Forces HQ			
2	DNG – Army Aviation			
3	DNG – USP&FO/ RRTS			
4	DNG – RTI/ BBTS			
5	DE Air National Guard Yellow Ribbon Events (offsite)			

TIER 2 - Armed Security Officer (ASO-2)				
SITE (Line)	LOCATION	BILL RATE (Through 6/30/2020)	BILL RATE (Through 6/30/2021)	BILL RATE (Through 6/30/2022)
6	Kent County Levy Court			
7	NC Clerk of the Peace			
8	TASC- Wilmington			
9	Sussex County Admin Building			
10	Mortgage Mediation (both sites)			
11	Emergency Upgrade to Armed Security for Unarmed Site			
12	Kent County Recreation Center			

APPENDIX C – Pricing Table by Location/ Type
Please review both pages

EMERGENCY BILL RATE (Line 13) (Less than 30 days notification). *must return to regular bill rate at 30 days	
OVERTIME BILL RATE (Line item 14- must also list specific Site #) 1. Authorized only with written preapproval from agency for no more than 90 days in duration. After 90 days the vendor will absorb overtime cost any overtime cost. 2. No more than 5 overtime hours may be billed per site (not per guard) . It remains the vendor responsibility to provide armed security officers for each location at normal bill rate. Any overtime exceeding 5 hours will be paid at regular bill rate. (Will not exceed regular time + 50%)	
VACATION/ EXPEDITED BILL RATE (May not exceed more than 5% of regular bill rate)(Line 15)	
HOLIDAY BILL RATE ((May not exceed more than 5% of regular bill rate) (Line 16)	

1. This Page must be completed and returned as a separate (working) .word document.
2. The vendor will provide a separate word document demonstrating the pay received per location vs. the amount billed per location for reference purposes.

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

While it is the overall preference to have the vendor submit typed .word documents as opposed to handwritten .pdf, the State of Delaware understands many companies may not 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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GSS19363-ARMEDSECURITY

MANDATORY PRE-BID MEETING SIGN IN SHEET

DECEMBER 12, 2018 10:00 A.M.

NAME	ORGANIZATION	TIME	EMAIL	PHONE
Steven Chulias	Government Support Services	9:00	stevenculias@stps.de.us	857-4549
Michael Delligott	Allied Universal	9:40	michael.delligott@gov.com	215-921-3333
Michael Dorfman	United Security	9:45	M.Dorfman@usisecurity.com	203 353 3322
Garry P. Hawker	United Security Inc	0945	ghawker@usisecurity.com	703-336-9591
LISA SPARTAN	BETTER SECURITY	9:45	LISA.SPARTAN@TAE1-ArmorySecurityNJ.com	609-379-8177
Theryl Chabon	Better Security	9:45	Theryl.Chabon@tri-countysecuritynj.com	
Judy Dixon	Allied Universal LLC	9:45	judy.dixon@aus.com	908-397-5711
Joseph J Krawsak	Resort Patrol	9:46	ResortPATROL@yale.com	302 539-5808
Tim Swanson	DSI Security	9:50	tswanson@dsiSecurity.com	267-769-9891
Gordon Sobota	Sunstates	9:55	gordon@sunstatesecurity.com	302 983-2408
Anthony Robery	GUS	9:55	anthony.robery@usa.cys.ca	302-395-9530
Francis McNulty	GUS	9:55	Francis.McNulty@usa.cys.ca	415-803-7195
William Kent	DE National Guard	9:55	William.L.Kent@NTE.mil	302-326-7104
Chris Lucas	Sunstates Security	9:55	Chris@sunstatesecurity.com	879-628-0768
Dominic Robery	ASC	10:12	Dominic.Robery@asc.de.us	301-421-7526
Ninna Vaughan	Govt Support Services	9:00	Ninna.Vaughan@stps.de.us	857-4544

