

COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY - DOWNEY, CALIFORNIA 90242 (562) 940-2728



March 3, 2025

ADDENDUM NUMBER ONE - REQUEST FOR PROPOSALS (RFP) #6402502 TO PROVIDE SECURITY GUARD SERVICES

This is Addendum One - Request for Proposals for Security Guard Services (RFP # 6402502), which was released on January 30, 2025. This Addendum contains responses to written questions that were submitted prior to the February 14, 2025, 12:00 p.m., PT deadline. This Addendum is posted on the following websites:

Los Angeles County "Doing Business with Us": http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp

Los Angeles County Probation: https://probation.lacounty.gov/current-solicitations/

Proposals are due on March 20, 2025, 12:00 P.M., (Pacific Time). No late proposals will be accepted. We look forward to receiving your proposal.

Sincerely,

Tasha Howard, Division Manager Contracts & Grants Management Division

1.	Question	Is there an incumbent contractor for this RFP? Please identify the contractor(s).		
	Answer	Yes, Citiguard, Inc.		
2.	Question	If there is an incumbent contractor(s), please provide the current contract value, annual cost, and billing rates.		
		Annual Contract Sum: A Rates (see below Table)	•	
	a a	Security	Guard Hourly Rates	
		Rate	\$49	0.00
	Answer	Overtime* & Holiday**	Rate \$73	.50
		Account I	Account Manager Hourly Rate	
		Rate (including holiday possible weekend hou		5.00
		(Rate	Vehicles per car, per month)	
		Patrol Vehicle	\$1,80	00.00
		4x4 Patrol Vehicle	\$2,80	00.00
3.	Question	Are vehicle(s) required for this contract? If so, how many vehicles does the incumbent provide to the current contract?		
	Answer	Yes. For this solicitation we Juvenile Hall and one vehicle		

4.	Question	Which specific position(s) require the usage of vehicle(s)?
	Answer	The roving patrol security guard.
5.	Question	What is the County's budget for this contract?
	Answer	There is no targeted budget amount, but the cost must be lower than County Cost.
6.	Question	In §6.4.2, Security Guard, on page 74 of 243, requires the Security Guard to have a minimum three (3) years of peace officer experience. Traditionally, in the private security industry it is not common practice to employ candidates with peace officer experience. Please clarify if there are alternatives or exceptions that would satisfy this requirement.
	Answer	No. There are no alternatives.
7.	Question	Who is the current incumbent?
	Answer	Asked and answered.
8.	Question	When was the current incumbent awarded the contract? Could you please provide us copy of current contract?
	Answer	 September 1, 2023. Yes, email to Joanne Lee, <u>Joanne.Lee@probation.lacounty.gov</u> with your request.

0	Ougstiess	And there are all contractors being used for the assurant contract?
9.	Question	Are there any subcontractors being used for the current contract?
	Answer	No.
10.	Question	What was the initial term length of the current contract (for example, 1 year plus 4-year options, etc.)
	Answer	The initial term of the current contract is for one (1) year period with the option to extend for an additional six (6) months.
11.	Question	What was the start date of the initial contract?
	Answer	Asked and answered.
12.	Question	What was the amount spent in the last 12 months?
	Answer	\$5,356,136.00
13.	Question	What was the total spent in the last billed month?
	Answer	\$385,000
14.	Question	Are there any other rates billed separately (e.g., equipment, vehicles, etc.)
	Answer	Yes. The current Contractor bills for the vehicles.

15.	Question	Are there any significant modifications from the previous contract to the new one? For instance, an increase in hours, a change in guard type (e.g., armed vs unarmed), a need for additional resources?
	Answer	Reduction in guard hourly rate and number of guards increased.
16.	Question	What was the amount spent on this contract last year?
	Answer	Asked and answered.
17.	Question	What is the estimated total number of annual hours for this contract?
	Answer	Please refer to Appendix B (Statement of Work Technical Exhibits), Exhibit 5 (Minimum Staffing Plan).
18.	Question	What is the current bill rate for each position?
	Answer	Asked and answered.
19.	Question	Are there any additional services that may be needed that are not listed in the RFP? For instance, the need of additional sites, seasonal required security, etc.
	Answer	Additional services may be added to the contract based on County's needs.
20.	Question	Beyond the state and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage?

	Answer	Yes, please refer to Appendix K-1 (Living Wage Rate Annual Adjustments) of the RFP.
21.	Question	Is a Bid Bond or performance bond required? If yes, how much?
	Answer	No.
22.	Question	 Do even the unarmed security officers need this experience? Security Guard shall have a minimum of three (3) years of prior peace officer experience from a Federal, state, county, or local law enforcement agency –AND– Completion of Peace Officer Standards and Training (POST) academy or completion of a Federal, state, county, or local law enforcement training academy with a verifiable certificate or transcript –AND– A current, valid California Guard Card –AND– A current, valid California Exposed Firearm Permit
	Answer	Yes.
23.	Question	Reference: Request for Proposal, Page 40, Item 7.12 Proposal Submission QUESTION A: States "The original Business Proposal, six (6) paper copies shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner" Please confirm if one (1) Original Business Proposal AND six (6) copies are required or a total of six (6) copies meaning one (1) Original and five (5) copies. QUESTION B: Please confirm if an electronic copy (USB) of either the Business or Cost Proposal is required? QUESTION C: Please confirm what days and hours the building is able to accept Fed-Ex packages at 9150 East Imperial Highway, Room D-29, Downey, CA 90242.

	Answer	A: One (1) Original Business Proposal plus six (6) copies.B: No, it is not required.C: Monday to Friday 8 am to 5 pm PT.
24.	Question	Reference: Request for Proposal SOW, Page 9, Item 2.5.2.3 QUESTION A: States "More than 3 instances of an Open Post in a Facility within a thirty (30) calendar day period or three (3) consecutive days of an Open Post shall subject Contractor to significant additional assessments, liquidated damages, and/or possible forfeiture of Post" Please confirm (i) liquidated damages imposed on the incumbent provider over the past 12-month period.
	Answer	No.
25.	Question	Reference: Request for Proposal SOW, Page 18, Item 6.4.2.1 QUESTION A: States "Security Guard shall have a minimum of 3 years of prior Peace Officer experience from a Federal, State, County, or local Law Enforcement Agency – AND Completion of Peace Officer Standards and Training (POST) academy or completion of a Federal, state, county, or local law enforcement training academy with a verifiable certificate or transcript – AND – a current, valid California Guard Card – AND a current valid California Exposed Firearm permit." Please confirm only ARMED Guards are required to have the California Exposed Firearm permit.
	Answer	Asked and answered.

26.	Question	Reference: Request for Proposal SOW, Page 22, Item 6.6.1 QUESTION A: States "County may provide trams for Contractor's relief personnel to enable them to provide relief, make their rounds of inspections, conduct random site visits, and fulfill relief responsibilities." Please confirm: the Probation Tram is similar to a guard tour system; and (ii) if provided by the County, is there an associated costs to bidder?	
	Answer	(i) Yes, Probation tram is similar to a tram system.(ii) There is no cost to bidder.	
27.	Question	Reference: Request for Proposal SOW, Page 26, Item 6.6.4 - Vehicles QUESTION A: Does they County require Offerors to provide a specific vehicle type to be used for all mobile/patrol services? If so, please provide: (i) year, make, model, number of passengers, color, etc. preference for Offeror supplied vehicles; (ii) confirm anticipated quantity by location/post; (iii) confirm if vehicles can be billed separately and if not, how they should be incorporated into the rate(s). QUESTION B: Please confirm the "Anticipated Usage Level" for each vehicle regarding mileage (either monthly or annually)?	
	Answer	 A: (i) There is no specific vehicle type (ii) Contractor shall determine the number of vehicles needed to provide the required services. (iii) Vehicles cannot be billed separately. It is up to the agency to determine how to account for this cost in their proposed hourly rate. B. Anticipated usage for Los Padrinos Juvenile Hall will be approximately 4,500 annually. For Barry J. Nidorf Juvenile Hall will be approximately 3,350 annually. 	

28.	Question	Reference: Request for Proposal SOW, Page 28, Item 6.7.1.6 - 6.7.1.10 – Training QUESTION A: (i) Does the County require a specific number of hours for the required training listed under Section 6.7.1.6? (ii) Are these training hours billable to the County? QUESTION B: How many hours of training do the officers currently
		undergo?
		A:
	Answer	(i) The County does not require a specific number of training hours. The Contractor must comply with the number of hours needed to maintain certification as required under the Contract.
		(ii) No
		B: Same response as question A(i).
	_	Reference: Request for Proposal SOW, Page 3, Item 2.1.22
		QUESTION A: Will the County allow officers to utilize smartphones as substitutes for radios?
29.	Question	QUESTION B: Can the County please provide the make/model of the required radio?
		QUESTION C: How many radios are currently being deployed?
		A: No. There are no cellphone allowed into the facility. Radio usage is the form of communication.
	Answer	B: There is no specific make or model.

30.	Question	Reference: Request for Proposal SOW, Page 12, Item 2.5.6 - Holidays QUESTION A: Can the County please list the current county-recognized holidays?
	Answer	A list of County approved holidays will be provided upon request by the Contractor. Holidays may change from year-to-year.
31.	Question	Reference: Contract, Page 3, Item 2.1.1.4 – 2.1.1.5 (Project Director & Contract Manager) QUESTION A: Please confirm: (i) if the "Project Director" is expected to be "onsite" at either Probation facility; (ii) if this position is billable to the County.
	Answer	 (i) The Project Director may be required to be onsite upon County's request. (ii) The position is not billable, please refer to Appendix D (Required Forms), Exhibits 11A and 11B
32.	Question	Reference: Contract, Page 5, Item 2.1.1.24 (Subcontractor) QUESTION A: Please confirm: (i) if Contractor is required to subcontract; (ii) if so, if there are any subcontracting or CBE/MBE/etc. goals that must be met?
	Answer	Subcontracting is not required.
33.	Question	Reference: Contract, Page 39, Item 8.36 (Public Records Act) QUESTION A: Please confirm: (i) if Contractor marks any sections of it's proposal as "confidential" or "trade secret" if Contractor is required to provide a redacted version of both the Business or Cost Proposals on a USB?

	Answer	A USB is not required. Redaction of a proposal is not allowed.
34.	Question	Reference: Contract, Pages 60-62, LSBE, SE, & DVBE Preference Programs QUESTION A: Please confirm: (i) if there were any preference points awarded to the current/incumbent providers; provide details.
	Answer	No.
35.	Question	Reference: Appendix D, Pages i-ii, Required Forms QUESTION A: Please confirm: (i) if Pages 21-24 under "Living Wage Forms" and pages 25-30 (under Certifications) are required to be included with the Proposer's response documents; (ii) if so, please confirm if these forms should be included within the Business Proposal, after the "Contractor Employee Jury Service Program Certification Form and Application for Exception."
	Answer	(i) Yes, See RFP, Paragraph 7.9.12 (Business Proposal Required Forms) Section F.(ii) Please refer to RFP, Paragraph 7.9 (Business Proposal Format).
36.	Question	Reference: Required Forms, Exhibit 11A and Exhibit 11B QUESTION A: Can the County please provide this in excel format?
	Answer	No.

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37.	Question	Reference: General Question – Cost Proposal QUESTION A: Please confirm if bidders are able to submit an additional Price Narrative (PDF format) to further explain what are included in the proposed fee/cost proposal at no additional cost to the County.
	Answer	Please restate the question.
38.	Question	Reference: General Questions QUESTION A: <u>Please confirm</u> who the incumbent security provider is for this program are and how long they have been servicing the contract.
1	Answer	Asked and answered.
39.	Question	QUESTION B: <u>Please confirm</u> : (i) if the County has a preference to retain qualified incumbent security personnel; (ii) if incumbent security personnel will be grandfathered regarding employee screening and background checks or will need to be re-screened; (iii) if incumbent security personnel will be grandfathered regarding requirement training or will need to be retrained.
	Answer	 (i) The Contractor can determine if they wish to retain qualified incumbent security personnel. (ii) If an individual is active in Probation's background system, they do not need to go through the background process a second time. (iii) If the certifications are current, no additional training is required.
40.	Question	QUESTION C: Please confirm if any service location or SOW is subject to a Union/Collective Bargaining Agreement? If so, please confirm: (i) which Union; (ii) provide a copy of the applicable CBA; and (iii) provide a copy of the seniority list.

	Answer	(i) No.(ii) No.(iii) N/A.
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41.	Question	QUESTION D: Are security personnel required to have any specific vaccinations (i.e., COVID)?
	Answer	No.
42.	Question	QUESTION E: If Q&A is not returned to the Offerors in a timely manner, will the County consider extending the proposal due date to allow County-provided information/clarification responses to be incorporated into bidder's proposals?
	Answer	No. Proposals are due by March 20, 2025, 12 pm, PT.
43.	Question	QUESTION F: Please confirm there are <u>no</u> page limits or font size limitations for either the Business or Cost Proposals.
	Answer	There are no page limits or font size limitations.
44.	Question	QUESTION G: What are the current pay and bill rates?
	Answer	Asked and answered.
45.	Question	What are the current billing rates for the following? Armed Security Guards?
	Answer	Asked and answered.

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46.	Question	Are non-lethal equipment i.e. tasers, batons authorized to carry?
	Answer	Yes, if the security guard is licensed to carry such equipment.
47.	Question	Could you please provide a copy of current contract?
	Answer	Asked and answered.
48.	Question	Are there any significant modifications from the previous contract to the new one? For instance, an increase in hours, a change in guard type (e.g., armed vs unarmed), a need for additional resources?
	Answer	Asked and answered.
49.	Question	What was the amount spent in the last 12 months?
	Answer	Asked and answered.
50.	Question	What is the total number of FTE's at each location?
	Answer	Los Padrinos Juvenile Hall: 28 Barry J. Nidorf Juvenile Hall: 20
51.	Question	Are vehicles required?
	Answer	Yes.
52.	Question	Is there a CBA? If so, please provide a copy.

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	Answer	Asked and answered.
53.	Question	On or Off Duty meal breaks? For off duty meal breaks, do security officers need to be relieved so that the post remains covered at all times?
	Answer	Security Officers must be relieved for breaks and meals. All post under this contract must be covered at all times.
54.	Question	What is the estimated annual mileage per vehicle?
	Answer	Asked and answered
55.	Question	What is the current billing rate for the vehicle patrols?
	Answer	Asked and answered.
56.	Question	What type of vehicle is preferred by the County?
	Answer	Asked and answered.
57.	Question	Are there any additional specifications required for the vehicles? (Ex. Spotlight, light bar, etc.?)
	Answer	Please refer to Appendix A (Statement of Work), Paragraph 6.6.4 (Contractor Vehicle(s)).
58.	Question	What are the current pay rates for security officers and supervisors?

	Answer	Asked and answered.
59.	Question	What was the contract value for the past year?
	Answer	Asked and answered.
60.	Question	Is there an incumbent contractor currently providing security guard services at the Los Padrinos and Barry J. Nidorf Juvenile Halls? If so: What are their current bill rates? How long have they held the contract? Has the County been satisfied with their performance?
	Answer	 Asked and answered. Asked and answered. Yes
61.	Question	Is there a collective bargaining agreement that would need to be honored at these facilities?
	Answer	Asked and answered.
62.	Question	Regarding potential staff transitions, does the County prefer that the winning bidder consider hiring the previous security guards if there is an incumbent contractor?
	Answer	Asked and answered.

63.	Question	Can you provide the total estimated amount of hours for this contract? If not, how many hours were used by the incumbent company in the last year of services?
	Answer	Asked and answered.
64.	Question	If possible, could you please provide a copy of the incumbent's winning proposal from the last RFP for these services?
	Answer	The current contract did not go through a solicitation process.
65.	Question	Section 5.5, page 4, subparagraph 4.5.1.1: What is the estimated turnaround time for the County to process and approve their investigations and backgrounding of contractor's employees?
	Answer	It depends on the history of the person being background.
66.	Question	Section 7.9.7.2, page 31, paragraph 2 b) states that the contractor must list all Public Entities for the last three years. As a very large company we service several hundred public entities nationwide, far more that would be practical or reasonable to provide in this section. Other County departments have allowed for a narrower submission on this request, such as the five most relevant / similar public entities. Would this be acceptable for this submission requirement?
	Answer	No. Please refer to Appendix D (Required Forms), Exhibit 3 (Prospective Contractor List of Contracts).
67.	Question	2.3.5 on page 6 states: Contractor is responsible for filling assigned Posts at all times according to the schedule set forth in Technical Exhibit 5 (Minimum Staffing Plan) of Appendix B (Statement of Work Technical Exhibits). Security Guards shall not leave their assigned Posts until properly relieved. Contractor shall be responsible for payment of relief

		staff. County will not incur additional cost for any relief staff.
		Question 1: Are any of the current positions in the County provided staffing requirements deemed "rovers" or "relievers" designated for the provision of relief? Question 2: Paragraph states that "County will not incur additional cost for
		relief staff", however proposers are required to fill out an Exhibit 13 which details all of the costs that go into the rate that proposers would charge the County. If the provision of a relief force is not included in the County provided staffing requirements, and the County will not pay for the relief, the cost for the relief force will need to be accounted for somewhere. If the cost for the relief force is to be "non-billable" to the County, proposers will have to account for the cost for this entire force in their overhead which will have to be detailed in this form Exhibit 13. Is this an acceptable way for proposers to account for the relief force?
		Question 3: If detailing the cost for the relief force in Exhibit 13 is not acceptable, and the positions for provision of relief are not included in the billable positions, can the County please describe how proposers can account for the cost of the relief force?
		Question 4: Would the County consider adding positions that would be deemed dedicated "relievers" who would rotate continually providing required relief for rest and meals?
		1) No.
	Answer	2) Asked and answered
10	Allswei	3) Asked and answered
		4) No.
58.	Question	2.5 Security Guard Supervisor, Page 7: Are supervisors permitted to be deemed the relief force who would provide rest and meal breaks?
	Answer	It is up to the agency to propose how relief force will be covered.

Question	 6.4.2.1 on page 18: States: Security Guard shall have a minimum of three (3) years of prior peace officer experience from a Federal, state, county, or local law enforcement agency –AND– Completion of Peace Officer Standards and Training (POST) academy or completion of a Federal, state, county, or local law enforcement training academy with a verifiable certificate or transcript –AND– A current, valid California Guard Card – AND– A current, valid California Exposed Firearm Permit. 1. Please confirm the requirement that the officers must have had a minimum of three years as a sworn LEO to be qualified to serve under this contract. 2. Would the County consider military service to meet this requirement instead of law enforcement? If this is acceptable, would PC832 suffice for POST course? If the contractor has a course equivalent to PC832 would that suffice?
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Answer	 Asked and answered. No.
Question	Required Forms – Exhibit 11A: Would it be possible for the County to provide this form in Excel? As well as Exhibits 11B and 13?
Answer	Asked and answered.
Question	Exhibit 11A: There is an asterisk that refers to overtime and holiday costs just below the cost table. The issue is the pricing form is asking for a rate (hourly we presume) which then calculates to an annual rate based on the number of hours. The hourly rate that will be input here would be for the standard hourly rate (not Holiday rate). The County indicates in section 2.5.6.1 that Holidays will be paid at 1.5 times the hourly labor rate. Would the County consider adding an additional field into the Pricing Sheets to allow for the contractor to quote their Holiday rates? As well as quote the cost associated with providing the hours worked for
	Answer

	the County designated Holidays? This would ensure the Contract Total on the pricing sheets would include the cost of labor provided on all Holidays.
Answer	No. Please refer to Appendix A (Statement of Work), Paragraph 2.5.6 (Holidays) for rates.
Question	Are the employees under the current contract subject to an existing Collective Bargaining Agreement? If so, can you please provide information on which union represents the employees so that proposers can reach out and get CBA terms?
Answer	Asked and answered.
Question	Appendix A Page 3, paragraph 2.1.23 states: Conduct regular patrols of Facilities utilizing County issued motor tram(s) and/or Contractor issued vehicle(s), as requested by County, as required in General Post Orders, Site-Specific Post Orders, or as directed by Facility Administrator. And Appendix A page 26 paragraph 6.6.4 Contractor Vehicle(s) states: All vehicles shall be provided by the Contractor, at Contractor expense and at no cost to Contractor employee or to the County.
Question	Question 1: Which sites will require the contractor to provide vehicles? Question 2: How many vehicles will the contractor be expected to provide per site? Question 3: If vehicles are not billable to the County, contractor will have to budget for vehicles in contractors overhead. Is contactor expected to articulate the cost to provide vehicles in the budget sheet Exhibit 13?
Answer	 Asked and answered. Asked and answered. Asked and answered.
	Question

	Answer	For example, an external individual is attempting to enter the facility with contraband.
76.	Question	We note Section 2.1.8 on page 2 of the Statement of Work which addresses detentions of individuals "when circumstances and conditions warrant such action." Our company's Use of Force Policy prohibits detentions of individuals. Please describe the circumstances and conditions which Probation believes would warrant detentions of individuals.
	Answer	Please refer to RFP, Paragraph 7.9.13 (Living Wage Compliance – Section G)
75.	Question	We note Section 8.6.1 on page 45 of the RFP which references the criteria stated in Appendix M for assessing the proposer's Labor Law/Payroll violations. Are proposers required to disclose Labor Law and Payroll violations in the proposal, or will Probation conduct its own independent investigation to ascertain each proposer's Labor Law/Payroll violations?
	Answer	Please refer to Appendix D (Required Forms), Exhibits 11A and 11B (Pricing sheet) which Proposers must include the hourly rates for the initial term. The hourly rates for additional six (6) one-year periods are projections provided in your proposal. We understand the hourly rates may increase based on Living Wage Ordinance (LWO).
74.	Question	We note Section 2.2.3 on page 2 of the RFP which states that bill rates shall remain firm and fixed for the term of the Contract. Will Probation grant increases to the quoted bill rates to account for future increases in the Living Wage that cannot possibly be known at the time of bid submission?